

## **IIBG COMPUTER ASSISTED INSTRUCTION AND COMPUTER MATERIALS IIBG**

### Philosophy

Computers of all kinds are making so great an impact on both the economy and structure of our society that they have become an integral part of our everyday lives. The district intends to provide a balanced program in computer education to ensure that employees/students have an opportunity:

To gain an understanding of the applications of computers in today's society;

To develop basic skills in general computer use in household and work-related settings;

To develop skills in the use of computers as instructional tools;

To develop programs and materials to assist the district in providing excellence in education; and

To develop vocational skills which can lead to further training or employment opportunities in the field.

### An Outline of Desired Goals

I. Computer literacy for all students.

A. Understanding of what computers are and how they evolved.

B. Appreciation of the capabilities and limitations of computers.

C. Knowledge regarding careers that are either directly or indirectly computer-related.

D. Awareness of the implications of the computer to society.

E. Competence in basic skills for personal use of computers.

II. For all certified staff members a computer literacy appropriate to their assignment.

III. A district-wide coordinated computer education program which provide skills development in the use of computers as instructional tools and prepares students for computer related training.

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IV. A staff which has the ability to provide the appropriate computer education at all instructional levels (K-12).

### **Ownership of Employee/Student-Produced Computer Materials**

The board wishes to encourage employee/student creativity and productivity and to make it possible for creative people to share in possible rewards for their efforts.

The district may have legal claim on all products created by its employees/students which in any way may be an outgrowth of their job responsibility or study assignments. In order to minimize misunderstanding about the ownership of such products, the following procedures are to be observed by all persons who are or might be developing commercially attractive products which are or might be construed to be associated with their normal job responsibility or study assignments.

**APPROVED: November 14, 1983**

**REVIEWED: July 9, 2001**

**REVIEWED AND APPROVED: March 12, 2012**

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Inasmuch as district computers are regarded primarily as instructional devices, instructional projects have first priority in their use. No district project may supersede an instructional need.

### **Instructional Projects**

All instructional projects and possible change-orders are to be submitted to the superintendent or his/her designee to be subject to approval after he/she confers with the person in charge of computer operations.

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If additional costs are necessary for the development of the project, the superintendent may wish to seek board approval.

### **Budget Control**

All purchase orders and billings will be drafted by the person in charge of computer operations, approved by the superintendent or his/her designee and submitted to the clerk of the board.

### **Ownership of Employee/Student-Produced Computer Materials**

Computer materials or devices created as part of any officially assigned district responsibility or classroom activity undertaken on school time will be the property of the board. The board may patent or copyright all such materials or devices in its own name; however, such items will bear the name(s) of the creator(s). All royalties and other proceeds from the production, sale, or distribution of the materials or devices will be paid to the district.

Ownership of computer materials produced by an employee/student in a federal program during hours for which the employee was paid by federal funds and/or in which the use of federally funded supplies or equipment played a substantial role lies in the public domain.

The employee/student has all rights of ownership of computer materials produced by him/her on his/her own time without any substantial involvement of district equipment and supplies.

The school district may enter into an agreement with an employee/student regarding rights of use and ownership of computer instructional materials.

The agreement shall settle any existing doubt about who has the rights of ownership. If the employee/student does not initiate and enter into such an agreement within one year of the completion of the computer materials or devices, the rights of ownership shall belong to the

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board. Forms for such agreement may be obtained from the superintendent or the person in charge of computer operations. Procedures to be followed include:

The employee/student producer will complete the original with two copies for each claim.

The original and two copies will be referred to the superintendent or his/her designee for review;

If approved, it will be recommended to the board for final approval, if denied, the reasons shall be prepared in writing and forwarded to the employee/student; and

The original copy of the final agreement will be forwarded to the initiating employee/student, one copy will be forwarded for filing in the office of the person in charge of computer operations, and one copy will be retained by the clerk of the board.

The agreement shall provide a specific description of all materials covered by the agreement, shall be valid to the extent that any minor student can legally enter such an agreement and may include statements to the effect:

That the material was produced by the employee/student on his/her own time and without substantial involvement of district equipment and supplies.

That the employee/student is the sole or partial owner of certain specific materials and may alter such materials as he chooses;

That the board shall have use of such materials without charge, may alter such materials as it chooses, and may prepare at its own expense such materials for use in the district classes;

That the board will not distribute such material to persons outside the district without the written consent of the employee/student, except for free distribution without reproduction rights to other Kansas school districts:

That the employee/student may copyright or patent the materials as he/she chooses; and

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That the employee/student may distribute and/or sell the material as he/she chooses.

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