

## **SUBJECT: BOCES COMMUNICATIONS AND DISSEMINATED MATERIALS**

The St. Lawrence-Lewis BOCES Board of Cooperative Educational Services shall encourage wide distribution of printed and electronic communications materials, including, but not limited to, newsletters, news releases, budget statements, brochures and web-based materials.

### **Publications**

The Board encourages the development of appropriate materials and publications that are of direct use in the educational process in component schools which inform the public, member districts, BOCES personnel, and the teaching profession concerning policies, activities, and accomplishments of St. Lawrence-Lewis BOCES and which aid and promote the improvement of education.

### **Media Relations**

The responsibility for maintaining relationships with the media, releasing news and serving as the BOCES liaison lies with the District Superintendent.

### **Copyright**

All publications, video-tapes, software, or other intellectual property which is developed by staff at St. Lawrence-Lewis BOCES within the scope of their employment or by persons/agencies under contract to St. Lawrence-Lewis BOCES shall be the property of St. Lawrence-Lewis BOCES. This includes, but is not limited to, any idea, product or invention that results from work undertaken as an employee of St. Lawrence-Lewis BOCES or as a person/agent under contract to St. Lawrence-Lewis BOCES. Whenever copyright protection for certain intellectual property is claimed or sought, St. Lawrence-Lewis BOCES shall be considered the author (and therefore the copyright owner) of any such property which can be otherwise considered a "work made for hire" under the 1976 Copyright Act as amended.

NOTE: Refer also to [Policy #5240 -- Professional Staff Consulting Activities](#).

Adopted: 7/10/02