

## **Permission for Leicester City community and voluntary controlled schools employees to release educational materials under open licence.**

1. Leicester City Council (“the council”) wishes to encourage the open and free exchange of educational information, knowledge and resources, and support city schools in benefiting from the use, development and production of intellectual property that is freely available to all.
2. Outputs and Intellectual Property created by community school and voluntary controlled school staff in Leicester City in the course of their employment are owned by Leicester City Council unless specific agreements have been put in place.
3. The council provides permission for educational resources created by community and voluntary aided school employees to be released under open licence. The council encourages schools to share materials under an open licence wherever possible.
4. School governing bodies are encouraged to review approaches they can take to encourage staff to openly license materials which represent the quality of learning materials produced by staff members and by the school. Governing bodies should not seek to introduce procedures that are unnecessarily onerous and unwieldy, which would discourage the sharing of educational resources under open licence.
5. “Educational resources” include all resources created in the line of employment by community and voluntary controlled school staff to support, or as a result of, learning, teaching, and learning community development and management. This includes course materials, lesson plans, presentations, web pages, multimedia resources, study and revision materials, as well as staff development materials and school policy documents.
6. The open licence selected should place as few restrictions on use and re-use on the materials as possible, and should require acknowledgment of source and acknowledgment of any modifications subsequently made to the document. We recommend use of the Creative Commons Attribution 4.0 International licence (“CC-BY 4.0”), which meets these requirements. This document is licensed under CC-BY 4.0. The licence is displayed at the end of this note.
7. An appropriate licence from the Creative Commons Licencing Framework or a recognised equivalent should be attached to all shared works.
8. Intellectual property in relation to work other than educational resources released under open licence is protected by default and may only be waived or altered with the agreement of the council.
9. Staff or Governors who have questions relating to the definition of educational resources, or issues relating to the open licencing of materials should contact Josie Fraser, ICT Strategy Lead (Children’s Capital).

10. The council does not make any claim over the ownership of outputs or outcomes of students' work. These belong to the creator.
11. The council encourages staff and students to support free and open access to Intellectual Property and also to apply the Creative Commons Attribution framework to work created in their capacity as an individual

Further information relating to open licencing, including notes relating to this permission and an Open Educational Resource Guidance for Schools pack, can be found at <http://schools.leicester.gov.uk/openaccess>



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**Acknowledgement:**

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