



THE PLAY PROJECT INTELLECTUAL PROPERTY POLICY

The PLAY Project recognizes the importance of protecting intellectual property (IP) to foster a culture of innovation, creativity, and knowledge sharing, while ensuring compliance with copyright and trademark laws. This policy clarifies the ownership and usage rights of IP created by our staff, instructors, and presenters, and outlines the organization's rights to use created content. It aims to balance the rights of creators with the organization's mission to provide high-quality training and educational resources.

Definition

For the purposes of this policy, intellectual property includes, but is not limited to:

- All PLAY Project logos and trademarks
- Course materials (e.g., syllabi, handouts, presentations)
- Training modules
- Teaching resources (e.g., lesson plans, activities)
- Visual and audio materials (e.g., videos, recordings, graphics)
- Software
- Curriculum designs
- Assessments and evaluations
- Any other original content created, developed, or used in the delivery of training and educational programs.

Ownership

Ownership of intellectual property created for The PLAY Project will be determined as follows:

- **Organization Ownership:** Intellectual property created by staff members within the scope of their employment, or commissioned by the organization, shall be owned by The PLAY Project. This includes materials developed as part of a specific work assignment or project.
- **Creator Ownership:** In cases where instructors or presenters create IP independently, and it is not a direct work for hire, the creator may retain ownership, subject to the usage rights granted to the organization as outlined in this policy. Specific agreements may be established to address ownership in unique situations.
- **Joint Ownership:** In some cases, intellectual property may be jointly owned by The PLAY Project and the creator, particularly when significant organizational resources are used in the development of the IP. The terms of joint ownership will be defined in a written agreement.



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Use

The PLAY Project's usage rights of intellectual property are as follows:

- The organization has the right to use, reproduce, distribute, and display IP for internal educational and training purposes. This includes use in current and future training programs, and the right to modify content for those purposes.
- The organization may share IP with learners and participants enrolled in its programs.
- Any external use, licensing, or commercialization of the IP by the organization will be subject to separate agreements, especially in cases where the creator retains ownership.
- IP of The PLAY Project may not be used without explicit written consent by The PLAY Project Organization.
- Creators shall retain the right to use their IP for their own professional purposes, including portfolios, presentations, and further scholarship, provided such use does not conflict with the organization's rights as defined in this policy.

Protection

To protect intellectual property rights, all staff, instructors, and presenters must adhere to the following guidelines:

- Proper Citation: All source materials used in the creation of IP must be properly cited and referenced, in accordance with recognized citation styles (e.g., APA, MLA).
- Copyright Compliance: All materials must be created and used in compliance with copyright laws. Unauthorized use of copyrighted materials is strictly prohibited.
- Trademark Compliance: All trademarks, service marks, and logos of The PLAY Project and third parties must be used in accordance with applicable trademark laws and policies.
- Permissions: Permission must be obtained for the use of any third-party materials, including text, images, and multimedia, unless such use falls under fair use or other applicable exceptions under copyright law.
- The organization will provide guidance and resources to staff, instructors, and presenters on copyright law, fair use, and proper citation methods.



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Presenter-Generated IP

For content created by external presenters or guest instructors, the following applies:

- The PLAY Project will have the right to use such content for the specific training program for which it was created.
- The organization may request additional rights to use the content in future training materials or programs. These rights, including any compensation, will be negotiated and documented in a separate written agreement with the presenter.
- Presenters will be required to confirm that their materials do not infringe on the intellectual property rights of others.

Review

This policy will be reviewed and updated periodically, no less frequently than every two years, to ensure its continued relevance and compliance with applicable laws and best practices.

- The PLAY Project will communicate any changes to this policy to all staff, instructors, presenters, and relevant stakeholders.
- Training on this policy will be provided to all new staff members and instructors, and refresher training will be provided as needed.

Agreement

All instructors, staff, presenters and participants have access to the terms of our Intellectual Property Policy.