

# ADMINISTRATIVE REGULATION

Placentia-Yorba Linda Unified School District

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Business and Non-instructional Operations

3515.7 - AR

## UNMANNED AIRCRAFT SYSTEMS/DRONES

### PURPOSE:

To provide guidance concerning the appropriate operation of and uses for unmanned aerial systems related to academic endeavors at Placentia-Yorba Linda Unified School District.

### BACKGROUND:

The Governing Board recognizes the importance of providing guidance on the use of Unmanned Aircraft Systems (UAS) or drones at district sites and at district sponsored events.

According to the Federal Aviation Administration (FAA), an Unmanned Aircraft System (“UAS”) or “drone” is “the unmanned aircraft (UA) and all of the associated support equipment, control station, data links, telemetry, communications, and navigation equipment, etc., necessary to operate the unmanned aircraft. The UA is the flying portion of the system, flown by a pilot via a ground control system, or autonomously through use of an on-board computer, communication links, and any additional equipment that is necessary for the UA to operate safely.”

The FAA has many restrictions and requirements that must be met before anyone is able to legally operate a UAS. Before using a UAS on district property or district sponsored events, the person wishing to operate the UAS must obtain written approval from the Superintendent or designee. The Superintendent shall carefully consider any conditions or restrictions with the district's vision, philosophy, and operations. If the proposed use does not conflict with the district's vision, philosophy, and operations, the Superintendent must be assured that all federal and state laws and regulations will be followed.

The use of UAS/drones for any purpose within or over District property is prohibited without the written permission of the District. Use of UAS/drones may be permitted, provided the conditions and requirements listed in the Board Policy, Administrative Regulation and Exhibit are satisfied, at the sole discretion of the Superintendent or designee:

1. UAS/drone operation requires full registration and compliance with the most current Federal Aviation Administration (FAA) regulations in effect at the date of permit issuance as required by law. Proof of compliance with local, state and federal regulations related to the use of UAS/drone may be required. Any operator found controlling a UAS/drone without registration will be reported to the FAA and any other applicable authority.
2. If a person wishes to operate a UAS/drone in or over District property, UAS/drone operation requires written consent and issuance of a permit from the Superintendent or designee at least 72 hours in advance of said operation.
3. Permission for non-PYLUSD use is granted on a case-by-case basis, at Superintendent's or designee's discretion, and will require a signed permit to operate a UAS/drone, holding the District harmless from any claims of harm to individuals (including, but not limited to, the operator and third parties) or damage to property (including, but not limited to, the UAS/drone or other property of the operator and the property of others). Any damage to property is the full responsibility of the UAS/drone operator/owner.

The Superintendent or designee shall refuse admission to any individual or group attempting or intending to use a UAS/drone without authorization. The Superintendent or designee may suspend play of athletic or other competitions, if necessary, to remove and confiscate any authorized or unauthorized use of a UAS/drone in prohibited areas.

Compliance with this policy is mandatory for District students, employees, and visitors. Appropriate disciplinary action for any violation of this policy by such a person shall be undertaken in accordance with the District's normal disciplinary processes. In addition, failure to follow this policy may result in local, state, and federal penalties as applicable.

### **UAS/DRONE GUIDELINES:**

1. UAS/drone must be registered with the Federal Aviation Administration (FAA) if over 0.55 lbs.
2. UAS/drone operation within or over District property is limited to a maximum altitude of 400 feet in height.
3. Maximum UAS/drone weight is 15 pounds.
4. For UAS/drone operations not related to a District class or activity, the UAS/drone operator must provide proof of liability insurance covering the UAS/drone's flight and operations with limits of not less than \$1 million that names the District as a designated additional insured as a condition of the permit.
5. Student use of UAS/drone operation within or over District property requires direct teacher supervision.
6. UAS/drone operators must maintain a visual line of sight of the UAS/drone at all times during operation.
7. UAS/drone must remain thoroughly clear of and not interfere with manned aircraft operations, and must avoid other aircraft and obstacles at all times.
8. UAS/drone may not be operated over any persons not directly participating in the operation, not under a covered structure, not inside a covered stationary vehicle, and not from a moving vehicle.
9. UAS/drone must remain at least 25 feet away from individuals and property.
10. UAS/drone may only be flown during daylight, or civil twilight with appropriate anti-collision lighting.
11. UAS/drone controllers may not operate more than one UAS/drone at a time.
12. If maintenance of UAS/drone will be conducted on District property, then an adult must conduct or supervise the maintenance.
13. UAS/drone may not be flown in adverse weather conditions, such as high winds or reduced visibility.
14. Operator may not operate the UAS/drone under the influence of any controlled substance.
15. UAS/drone may not be operated carelessly or recklessly.
16. UAS/drone controllers and their employers are responsible for ensuring operators are trained in the use of the specific UAS/drone that they operate. UAS/drone operators must be aware of the risks that include, but are not limited to, personal injury and property damage caused by the UAS/drone as a result of weather, operator error or judgment, and failure of device systems and equipment. Owner must ensure that any person operating the UAS/drone is competent and proficient to operate the drone.
17. UAS/drone may not be flown near any sensitive infrastructure or property.
18. Operator must check and follow all local laws and ordinances before flying over private property.
19. UAS/drone may not be flown over persons or areas where there is an expectation of privacy without the individual's permission.

20. When recording or transmitting permitted visual images, UAS/drone controllers must avoid areas considered private in accordance with social norms such that an invasion of privacy would be considered offensive to a reasonable person and Civil Code Section 17808.8. These areas include, but are not limited to, restrooms, locker rooms, individual residences, and health treatment rooms.
21. If operator intends to record or transmit visual images or sounds, operator must provide a list of subjects and receive permission to record and/or transmit prior to operation of UAS/drone. The District will not grant any permission for recording of images or sound beyond the scope of any school campus.
22. All applicable local, state and federal laws apply.
23. Commercial use of UAS/drones requires compliance with all FAA regulations.

Legal Reference: Federal Aviation Administration: [www.faa.gov](http://www.faa.gov)

Approved by:

|                           |         |                 |         |
|---------------------------|---------|-----------------|---------|
| Candy Plahy               | 8/21/18 | Dr. Greg Plutko | 8/21/18 |
| Responsible Division Head | Date    | Superintendent  | Date    |

**EXHIBIT**

Placentia-Yorba Linda Unified School District

**Business and Non-instructional Operations**

**E 3515.7**

**Unmanned Aircraft Systems/Drones**

**AUTHORIZATION FORM**

Employees/Operators must receive authorization to operate an Unmanned Aircraft System (UAS) or drone at district sites or at district sponsored events.

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|-----------------------|
| Name:                 |
| Title:                |
| Date(s) of Use:       |
| Location of Use:      |
| Names of Operator(s): |

Instructional Justification:

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I understand and affirm to follow BP 3515.7 Business and Non-instructional Operations, UNMANNED AIRCRAFT SYSTEMS/DRONES

\_\_\_\_\_  
Operator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or Designee Signature

\_\_\_\_\_  
Date