

# LODI UNIFIED SCHOOL DISTRICT

## Policy 3515.21

### Business and Noninstructional Operations

#### Unmanned Aircraft Systems (Drones)

The Governing Board recognizes that unmanned aircraft or aerial systems (drones) may be a useful tool to enhance the instructional program and assist with District operations. In order to avoid disruption and maintain the safety, security, and privacy of students, staff, and visitors, any person or entity desiring to use a drone on or over District property shall submit a written request for permission to the Superintendent or designee.

A small unmanned aircraft system or drone is an aircraft weighing less than 0.55 pounds (8.8 ounces) that is operated remotely without the possibility of direct human intervention from within or on the aircraft and the associated elements, including communication links and controls, required for the pilot to operate the aircraft safely and efficiently. It does not include model aircraft or rockets such as those which are radio controlled and used only for hobby or recreational purposes.

The Superintendent or designee may grant permission to District employees and students for the use of drones only if the planned activity supports instructional, co-curricular, extracurricular, athletic, or operational purposes. Such uses may include, but are not limited to, instruction in science, technology, engineering, and math (STEM), the arts, or other subjects; maintenance of grounds and facilities; and campus security. When used for instructional purposes, there shall be a clear and articulable connection between drone technology and the course curriculum.

Students shall only operate a drone on or over District property under the supervision of a District employee as part of an authorized activity.

#### **The process prior to operating a drone on District property is as follows:**

1. The site principal or administrator will identify the authorized operators and ensure that they have Certificates of Authorization (COA) from the Federal Aviation Administration (FAA).

2. The manufacturer information included with the drone will explain how to request a COA:
  - The operator will register by going to the FAA website: <https://www.FAA.gov> and click "Register your UAS"
  - At that time, the FAA will advise the operator that he/she will need a sports pilot license or greater to operate the drone
  - The registration process will also ask for a sectional chart of the area and do the risk and hazard assessments
  - If satisfactory, the Western FAA Regional Operations team will send a COA to the operator
3. A copy of the COA for each operator should be maintained at the school site.

The Superintendent or designee may grant permission to other persons or entities under terms and conditions to be specified in a memorandum of understanding.

Any person or entity requesting to operate a drone on or over District property, including a District employee, shall provide a description of the type of operation requested, flight location, date and time of the planned flight, anticipated duration, and whether photos and/or video will be taken. As applicable, the applicant shall also present a copy of his/her Certificate of Waiver or Authorization or exemption issued by the Federal Aviation Administration.

Any person or entity, other than a District employee or student, who is requesting or operating a drone on or over District property shall agree to hold the District harmless from any claims of harm to individuals or property resulting from the operation of the drone and provide proof of adequate liability insurance covering such use.

In determining whether to grant permission for the requested use of a drone, the Superintendent or designee shall consider the intended purpose of the activity and its potential impact on safety, security, and privacy. The decision of the Superintendent or designee shall be final.

Any person authorized to use a drone on District property shall sign an acknowledgment that he/she understands and will comply with the terms and conditions of the District's policy, federal law and regulations, state law, and any local ordinances related to the use of drones.

When any use of drones is authorized, the Superintendent or designee shall notify the drone operator of the following conditions:

The operator is responsible for complying with applicable federal, state, and/or local laws and regulations, including the Federal Aviation Administration's guidelines for model aircraft operations, which states that operators must:

- Fly below 400 feet and remain clear of surrounding obstacles
- Keep the aircraft within the visual line of sight at all times
- Remain clear of aircraft and do not interfere with manned aircraft operations
- Not fly within five miles of an airport
- Not fly near people or stadiums
- Ensure the aircraft is limited to not more than 55 pounds

The drone shall be kept away from any area reasonably considered private, including, but not limited to, restrooms, locker rooms, and individual homes.

The District reserves the right to rescind the authorization for use of drones at any time. The Superintendent or designee may remove any person engaged in unauthorized drone use on District property and/or may confiscate the drone. He/she may also shut down the operation of any authorized drone use whenever the operator fails to comply with the terms of the authorization or the use interferes with District activity, creates electronic interference, or poses unacceptable risks to individuals or property.

In addition, the following District guidelines must be followed:

1. District funds may not be used to purchase a UAS without permission of the Superintendent or designee.
2. A UAS can only be used as described when provided approval for use by the Superintendent or designee.
3. The operator must never use a UAS without supervision, permission, or in poor weather conditions.
4. Use of a UAS without permission or supervision may result in disciplinary action.
5. Use of a UAS without following District guidelines, as well as federal and state laws and regulations, may result in disciplinary action.
6. A UAS cannot be used for commercial purposes.
7. Use of a UAS is limited to instructional and educational purposes only.
8. Any UAS with camera, video, or voice recording capability shall not be used in any manner which infringes on the privacy rights of any other person(s).

Any student or staff member violating this policy shall be subject to disciplinary action in accordance with District policies and procedures.

Legal Reference: UNITED STATES CODE, TITLE 49  
40101 Note Unmanned aircraft systems  
CODE OF FEDERAL REGULATIONS, TITLE 14  
107.1-107.205 Small unmanned aircraft systems, especially:  
107.12 Requirement for a remote pilot certificate with a small  
UAS rating  
107.15-107.51 Operating rules; safety  
107.53-107.79 Remote pilot certification  
Management Resources:  
FEDERAL AVIATION ADMINISTRATION PUBLICATIONS  
Educational Use of Unmanned Aircraft Systems (UAS),  
Memorandum, May 4, 2016  
WEB SITES  
Federal Aviation Administration: <http://www.faa.gov/uas>

Policy

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