

Superintendent File: KFAB

UNMANNED AIRCRAFT SYSTEM (“UAS” or DRONE) USE ON SCHOOL PROPERTY

In an effort to maintain the safety, security and privacy of students, staff and visitors, Douglas County School District has determined that the operation of Unmanned Aircraft System (UAS) is prohibited by any persons on or over district property during school hours, at district-sponsored events, and when other people are present, other than as specified in this policy.

All operators of UAS on District property are responsible for knowing and complying with all Federal Aviation Administration (FAA) and Federal Communications Commission (FCC) regulations, Federal and State laws, and County and local ordinances or rules related to operations of UAS. UAS operators shall comply with the FAA’s “Know Before You Fly” safety recommendations, including but not limited to, preflight equipment inspection, flying below 400 feet elevation, operating aircraft within visual line of sight, and operating the UAS in a reasonable and controlled manner with awareness of people, manned aircraft, and obstacles. Visit <http://knowbeforeyoufly.org/> for more information.

I. Eligible Uses:

- A. Staff and students may use UAS for educational purposes with advance approval by the Principal, Risk Manager, and the Director of Security. Use must comply with Section 336 of the FAA guidelines. The procedures listed below must be met prior to approval. All District UAS programs must submit an annual program summary to Risk Management.
https://www.faa.gov/uas/getting_started
- B. Approved guest pilots may operate UAS to assist with District educational programs.
- C. Non-District sponsored use of UAS for commercial or special events, including events hosted by clubs or organizations, is allowed only with an approved Facility Use contract. All requests are subject to the Facility Use policy KF, KF-R-1 and the accompanying procedures and guidelines, and Facility Use fees will apply. Compliance with Part 107 of the FAA Regulations is required.
<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-107?toc=1>
- D. An individual hobbyist may operate UAS only outside of school hours, District events, and when no approved Facility Use contracts are in effect. Hobbyists are responsible for complying with the guidelines of this procedure.
- E. Emergency government operations are allowed with approval of the Director of Security.

- F. Indoor use of drones is not permitted for sport practices, games, and/or events within the Douglas County School District.
- G. Indoor use of drones is not recommended for educational purposes in the Douglas County School District. If there is a need for such use, an explanation of the need for such use should be submitted and approved by Risk Management prior to use.

II. Procedures:

A. District Use:

- a. District UAS programs must submit the annual Program Summary to Risk Management before operations.
- b. Guest pilots must sign the “Rules for Approved UAS Use” form.
- c. Guest pilots providing assistance to District educational programs must carry liability insurance.
- d. Students operating an UAS are not covered under the District’s liability insurance policy. All students operating an UAS as part of a District class, program, or club must provide proof of membership in the Academy of Model Aeronautics (AMA) and liability coverage through AMA.
- e. Commercial UAS operations for District purposes require a completed “Request for UAS Operations” form approved by the Principal, Risk Manager, and Director of Security; a signed copy of the “Rules for Approved UAS Use”; and a current certificate of liability insurance with limits of not less than \$2,000,000 per occurrence, \$4,000,000 aggregate and with the District identified as an additional insured.

B. Non-District Sponsored Events:

- a. The following forms must be submitted to the Facility Use Department:
 - i. A “DCSD Contract for Community Use of School Facilities and Grounds” form;
 - ii. A “Request for UAS Operations” form;
 - iii. A signed “Rules for Approved UAS Use” form;
 - iv. A current certificate of liability insurance with a minimum of \$2,000,000 per occurrence, \$4,000,000 aggregate in general liability coverage with Douglas County School District, 620 Wilcox Ave. Castle Rock, CO, 80109, listed as the certificate holder and specifically noted as an additional insured;
 - v. Proof of FAA Regulations Part 107 Certification.
- b. All requests are subject to Policy KF and its accompanying procedures and guidelines.
- c. Approval of the Administrator of the host facility, the Risk Manager, and the Director of Security is required prior to UAS operations.

III. Rules:

A. UAS operators must maintain line of sight at all times during operation and are prohibited from flying UAS over playing surfaces, seating/spectator areas when people are present, and parking areas when people and/or vehicles are present.

B. Spotters are required for all UAS flights.

C. All UAS operations within five miles of an airport must contact the airport in advance of use. Refer to the free Air Map App or www.airmap.com to identify restricted ranges and obtain airfield telephone numbers.

D. UAS operators and their employers (as applicable) are responsible for ensuring operators are trained and proficient in the use of the UAS they will operate. UAS operators must be aware of the risks that include, but are not limited to, personal injury and property damage caused by the UAS as a result of weather, operator error or judgement, or failure of device systems and equipment.

E. When recording or transmitting visual images, UAS operators must at all times avoid areas reasonably considered private in accordance with social norms. These areas include, but are not limited to, building interiors, private residences, restrooms, and locker rooms.

F. During any CHSAA sanctioned event, any transmission, internet stream, photo, image, film, video tape, audio tape, play-by-play depiction or description of the event is prohibited without written consent of CHSAA. All "Real-time," or tape delayed audio, video or textual transmission of play-by-play is exclusive property of the CHSAA and is prohibited for use on-site or off-site without written consent from CHSAA.

G. All UAS operations must comply with local noise ordinances.

H. UAS operations must be limited so that at least 25% of battery life remains at the conclusion of the flight.

I. UAS operations must be cancelled if adverse weather or environmental conditions prevent safe operation of the UAS.

J. Operating an UAS in an area of emergency operations is prohibited.

K. Operating an UAS in a reckless manner is prohibited.

L. The District is not responsible for any damage that may occur to the UAS while on District property.

M. During a District sponsored event, the event administrator shall refuse admission to any individual or group intending to use an UAS without authorization. The administrator is authorized to suspend play, remove and confiscate an UAS in prohibited areas or when the UAS is being used in an unsafe manner, even if the UAS operation had prior authorization.

N. Third party operation of an UAS during events on an approved Facility Use contract will not be permitted without the contract user's permission. All requirements in Section II. B. of this document shall apply.

O. Previously approved use may be revoked at any time if a District event administrator has good reason to believe the safety, security, and/or privacy of students, staff, or visitors is at risk.

P. Failure to follow these rules and procedures may result in current UAS operation authorization being revoked, removal from District facilities, and may result in denial of future admission to District property.

Data compromise coverage may be triggered if there is a breach of data collected that contains personally identifiable information. It is recommended that drones are not used for collection of information that is not already publicly available, or for collection of images of individuals that may have a reasonable expectation of privacy. Do not share or publicize photos taken of students or community members without consent.

Approved: October 6, 2021