

**Jordan School District  
Unmanned Aircraft Systems (UAS) aka Drone on School Campuses  
Guidelines**

The purpose of these guidelines is to regulate use of UAS, referred to as “drone” at Jordan School District facilities and/or grounds. These guidelines apply to the operation of UAS by faculty and staff in connection with participation in academic coursework.

**Approval**

1. School Administrator
2. Area Administrator of Schools

**Guidelines**

The Jordan School District administration will support a building principal’s request to have a drone as part of a school academic program or activity only when the following guidelines are observed:

1. UAS operations within the scope of this guideline may not occur unless approved as provided in this guideline and a signed Instructional Use Agreement (Appendix C) is on file with the Administrator of Schools.
2. All UAS operations on Jordan School District premises or in connection with Jordan School District activities must be conducted in compliance with including but not limited to UAS guidelines, media release guidelines, social media guidelines, related procedures, and all applicable state, federal and local laws and regulations.
3. Qualifications. All UAS operated on Jordan School District premises or in connection with JSD-related activities must be operated by an individual who has the requisite certifications and experience necessary to conduct the UAS operation lawfully and safely. The pilot must have a current **Remote Pilot Certification** issued by the FAA, under the **Small UAS Rule** (Part 107).
4. Safe Operations. The “Remote Pilot in Command, or RPIC is responsible for ensuring the UAS operation is conducted safely and in accordance with all applicable legal requirements.
5. Land Owner Permissions. Prior to each flight, all UAS operators must ensure that they obtain written permission from the owner of any property that will be occupied or flown over during the flight if on non-JSD owned land. JSD personnel should use the form provided in Appendix A to obtain property owner permission for UAS operations occurring on private property.
6. Accident/Incident Reporting. All UAS operators must report to JSD Risk Management Coordinator all accidents involving any injury to persons, any damage to property (other than the UAS), any incidents in which UAS operations could reasonably raise privacy concerns, and any incidents involving loss of command and/or control of a UAS that resulted in injury or property damage. An Accident/Incident Report (Appendix B) must be completed and submitted to JSD Risk Management Coordinator within 24 hours (or next business day) of accident or incident. Any accidents must be reported to the FAA within 10 days that resulted in serious injury, loss of consciousness, or property damage (to property other than the UAS) of at least \$500.

7. Insurance. Drones weighing less than 55 lbs (including payload) are covered under the property and liability policy Jordan School District has with State Risk Management. UAS exceeding 55lbs (including payload) are excluded and should not be operated. Jordan School District Insurance Department must be provided with the following for coverage to be effective:
  - Between 0.55 lbs and less than 55 lbs (including payload) each listed separately:
    - Model Name / Number
    - Serial number
    - FAA registration number
    - Purchase cost
    - Location
  - Under 0.55 lbs (including payload) grouped:
    - Model Name / Number
    - Purchase cost
    - What educational purpose they are used for
    - Location
8. Aircraft- FAA Requirements. All UAS operated in JSD premises or in connection with JSD activities must be airworthy and otherwise comply with applicable regulatory requirements. UAS weighing less than 55 pounds total weight including all payload – are eligible to be operated under the Federal Aviation Regulation Part 107: *Operation and Certification of Small Unmanned Aircraft Systems* (FAR Part 107) See FAA Summary of Small Unmanned Aircraft Rule (Part 107) [https://www.faa.gov/uas/media/Part\\_107\\_Summary.pdf](https://www.faa.gov/uas/media/Part_107_Summary.pdf).
9. UAS Registration. All UAS owned by Jordan School District, operated on JSD premises or in connection with JSD activities must be registered with the FAA at the following website <https://registermyuas.faa.gov/>. UAS owned by JSD, whether purchased by, constructed by or donated to JSD, shall be registered under Jordan School District and a copy of the registration certificate will be kept on file with the JSD insurance office.
10. UAS Storage, Maintenance. The physical storage, maintenance, and flight readiness preparation of JSD owned UAS shall be conducted by and the responsibility of the school/department that purchased the UAS. UAS and related support equipment must be stored in appropriate secure facilities.
11. Data Management. Property owner permission forms, flight records, data collected, and maintenance logs must be stored securely and maintained by the department that purchased the UAS according to standard District records retention schedules and made available for inspection by JSD Risk Management Coordinator if deemed relevant to investigate an accident, incident, or complaint.
12. Violation of this guideline may result in disciplinary action. Any violation of local, state, or federal laws and regulations may result in detainment, prosecution, and/or fines by applicable authorities.

## Appendix A: Property Owner Permission Form

[Name of Property Owner]

[Address of Property]

Dear [Property Owner],

This is a request for permission for Jordan School District (JSD) to use Unmanned Aircraft System (A.K.A. “drone”) over your property for the purpose of [provide brief description of purpose of flight] on [dates and times of anticipated flights]. In connection with flying the UAS, the person operating the UAS and other individuals participating in the UAS light request permission to enter your property to facilitate the safe operation of the UAS, subject to any limits or conditions you feel are appropriate.

The UAS operator may want to use the UAS to take images or collect data for educational purposes. Your signature at the bottom of this form grants the participating individuals access to your property and encompassing airspace for those purposes. Jordan School District commits that this operation will be conducted in compliance with federal, state and local laws and regulations, and the JSD is insured against damages to persons or property arising from the flight in the unlikely event they occur.

Thank you for your consideration.

[Name and JSD affiliation of person submitting request] \_\_\_\_\_

[JSD E-mail and phone number] \_\_\_\_\_

### Authorization to Conduct UAS Operations

By signing my name below, I hereby authorize Jordan School District (JSD) and its faculty, staff, students to conduct UAS flights over my property for the purpose and at the dates and times indicated above and grant JSD all necessary rights to use the information collected during the flight for educational ad and/or outreach purposes.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Special conditions for use of property (if any): \_\_\_\_\_

## Appendix B: UAS Accident / Incident Report

1. Pilot Name
2. Pilot Department/School
3. UAS Make, Model, Serial Number
  
4. UAS FAA Registration Number
5. Date and Time of Accident/Incident
6. Location of Accident/Incident
  
7. Accident Scene Photos/Diagram (attached document or images if applicable)
  
8. What was the purpose of the flight?
9. Please explain what happened.  

---

---

---
10. Please provide names of others involved as well as witnesses.  

---

---

---
11. Please describe safety precautions that were taken prior to the flight.  

---

---

---
12. Please describe any privacy concerns and measures that were taken to mitigate privacy issues (if applicable).  

---

---

---
13. Please be prepared to provide the flight records and any additional imager data that were collected for this flight if requested by JSD Risk Management.

**Appendix C: Jordan School District  
Unmanned Aircraft Systems (UAS) aka Drone Instructional Use Agreement**

Name: \_\_\_\_\_

School/Department: \_\_\_\_\_

Serial Number: \_\_\_\_\_

I will follow all applicable Jordan School District and FAA guidelines for the operation of UAS (a.k.a Drone) and have the requisite certifications and experience necessary to conduct the UAS operation lawfully and safely.

I will only operate the UAS in the course of instruction of normal school district operations and not for personal or commercial purposes.

I acknowledge that if the UAS is used in the course of instruction of academic coursework, students will not be allowed to use the UAS unless I am in close proximity of the student readily available to intervene if necessary.

Employee Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Administrator of Schools Signature : \_\_\_\_\_ Date: \_\_\_\_\_