



SUBJECT

Policy: Use of Unmanned Aircraft Systems (Drones)	Effective Date May 2016
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I. Policy Statement:

As a private institution, Milton Academy establishes the following policy which is applicable to all employees, students, contractors, volunteers, and guests. The operation of an unmanned aircraft system (UAS), a drone, is regulated by the Federal Aviation Administration (FAA). Operation by any person of a UAS, from or above the campus, is governed by this policy. This policy intended to ensure compliance with ALL applicable laws, reduce safety risks, and preserve the security and privacy of members of the Milton Academy community.

II. FAA Regulations

The FAA classifies UAS use as one of three types:

- Model Aircraft – Hobby or recreation only
- Civil Operations – Non-Governmental / Commercial
 - Requires an FAA Sec. 333 Exemption or a Special Airworthiness Certificate.
- Public – Governmental

Using a UAS to take photos/videos for personal use is recreational. Flying a UAS for personal use does not necessarily require FAA approval, but all operators must fly according to the law.

Using the same device to take photos/video for compensation or sale is commercial use; a commercial use requires an FAA Sec. 333 Exemption. This exemption in accordance with Section 333 and a civil Certificate of Waiver or Authorization (COA): this process may be used to perform commercial operations in low risk, controlled environments. Instructions for filing an exemption are available here: http://www.faa.gov/uas/legislative_programs/section_333/how_to_file_a_petition/

Campus Policy

Any use of a UAS from or over the campus or inside a campus building is prohibited except under the following circumstances.

Damages/injuries occurring to Academy property or individuals will be the responsibility of the UAS operator, regardless of whether the individual is a member of the Milton Academy community or a contractor.

Any violations of law (trespassing/ illegal surveillance) or violations of Academy policies may subject the individual to both criminal and/or disciplinary action.

The Director of Campus Safety and Risk Management maintains the authority to “ground” or suspend operations of any UAS at any time. Reasons for this may include: the UAS is not compliant with this policy or FAA regulations or the activity presents a danger to Milton Academy property or to the Milton community.

A. Hobby or Recreational Use - Academy Owned UAS

Students, faculty and staff may submit a proposal for use of the AV Department UAS/drone for academic programming or institutional purposes, through the Director of Audio Visual (AV).

- Advance notice of two weeks before the proposed flight date is critical in order to ensure requests can be fulfilled. This timing allows for equipment and personnel preparation.
- All requests will be considered, with feasibility determined based on pre-existing AV team obligations, safety and weather conditions.
- The FAA registered Academy-owned UAS will be used and all governing regulations and best practices will be adhered to.
- The Milton Academy Audio Visual Department will fly the UAS on the requestor's behalf. The requestor may be able to operate the camera, with appropriate brief training.

B. Hobby or Recreational Use – Non-Academy Owned UAS

All employees, contractors, volunteers, and guests must obtain prior approval from the Campus Safety Department at least 48 hours prior to the use of a UAS. The individual must:

- Provide date/time, purpose, and length of UAS operations, as well as the area of the campus where the UAS will be used.
- Comply with all federal and state laws
- Operate the UAS in a responsible manner
- Not operate over areas of public assembly, bleachers, or areas of construction.
- Not photograph/video or monitor areas where other members of the Milton Academy community would have a reasonable expectation of privacy, such as, locker rooms, rest rooms, individual residence rooms, or other private areas.

C. Civil Operations/Commercial Use:

All civil (commercial, contract, or Academy owned) operated UAS's must comply with all federal (FAA), state, and local laws, specifically by obtaining and producing a "333 Exemption" prior to use on the campus.

In addition, the operator must obtain prior approval from the Campus Safety Department at least 48 hours in advance of the proposed use of the UAS and complete the following:

- Meet all requirements listed in "B. Hobby or Recreational Use – Non-Academy Owned UAS"
- File a certificate of insurance with the Academy (Director of Campus Safety and Risk Management) naming Milton Academy as the additionally insured. Liability coverage must be for \$1M. Damages/injuries occurring to Academy property or individuals will be the responsibility of the UAS operator.
- File a "flight plan" including date, time, and duration of flight and operational area, with the Campus Safety Office 48 hours prior to commencing the UAS flight.
- If a contract operator, be accompanied by a representative of the Academy at all times while operating a drone.