

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** XX Use of Unmanned Aerial Systems on District Property  
**Revision Date:** NEW – **DRAFT**  
**Reference:** XXXX

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1. The District recognizes that civilian Unmanned Aerial Systems (UAS), also referred to as “drones,” offer potential as tools for education, research, recreation and commerce.
2. The District also has an obligation to consider federal and state laws, local ordinances, public safety, privacy, civil rights, and civil liberties issues related to the use of UAS on its properties.
3. The airworthiness certification of a UAS applies to the entire system, not just the flying portion of the system. To that end, the following definitions apply:
  - a. UAS includes the Unmanned Aircraft (UA or Drone) and all of the associated support equipment, controls station, data links, telemetry communication, and navigation equipment necessary to operate the unmanned aircraft.
  - b. The UA is the flying portion of the system flown by a pilot or operator via a ground control system or autonomously through use of an on-board computer, communication links and any additional equipment this is necessary for the UA to be operated safely.
4. Any use of a UAS from or over any District property (including all of the College campuses) or inside a District building (including any of the Colleges’ buildings) is prohibited except for educational, research or uses authorized by the District. For this purpose, only qualified District employees, students and authorized vendors are permitted to fly UAS on/over District property. Unless otherwise authorized in writing by the District, all UAS used on District property shall be owned by the District.
  - a. Those District faculty, staff, students or vendors who wish to fly UAS must first be granted permission to do so. The procedure to apply for permission can be found in AP XXXX.]
  - b. All District users of UAS must be experienced and qualified to do so and must operate them in a responsible manner, and must comply with all federal, state and local laws governing the flight of UAS.
  - c. UAS are prohibited from use over populated areas, areas of public assembly, stadiums, or construction areas.
  - d. Image, audio or other data capturing capabilities on the UAS are prohibited unless specific permission for specific purposes is authorized by the District. If such permission is granted, any data, transmission, internet stream, photographic image, film, video, audio, play-by-play depiction or description of any competition and/or game action is the exclusive property of the District. When recording or transmitting permitted visual images, UAS 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.

- e. The use of UAS must not interfere with or cause disruption to District operations, including, but not limited to classes, indoor and/or outdoor campus activities, sporting events, facilities rentals, maintenance and construction, and parking.
5. Off campus use of District UAS is prohibited unless specifically approved by the District. Any District faculty, staff, student or authorized vendor who fly UAS on/over property not owned by the District but as part of an official District activity must comply with all federal, state and local laws governing the flight of UAS. Owners of the properties under these activities shall be required to sign a hold harmless and indemnification agreement prepared by the District acknowledging that the District will not be held responsible for losses, damages or injuries incurred as a result of the District's UAS activity.
  6. Any District sanctioned UAS activities shall have the appropriate insurance coverage as determined by the District.
  7. The use of UAS for hobby, recreational, commercial or business use on District property is prohibited.
  8. 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 the accordance with the District's normal disciplinary processes.
  9. The Chancellor, or his/her designee, shall establish procedures for implementing this policy.