

## Phillips Academy

### **Guidelines for Use of Unmanned Aircraft Systems (UASs or Drones)**

As the usage of Unmanned Aircraft Systems (UASs or drones) becomes more common, Phillips Academy has established the following guidelines for their safe usage on campus. Operation of UAS equipment on Phillips Academy property, by members of the Academy community or vendors, is subject to state and federal regulations as well as Academy policies.

#### **Application Process:**

Prior to operating UAS equipment, vendors must file an application with the Office of Academy Communications. Students must file an operating plan with the Dean of Students Office. Applications shall include:

- Equipment to be used (include information about the UAV control systems, communication systems etc.)
- Date and approximate time to be used,
- Location(s) to be used,
- Purpose(s) of the operation,
- The identity, contact information, and experience of pilot(s) or other remote operator(s),
- FAA UAS registration number (if over .55 pounds and less than 55 pounds)
- All forms of data (including imagery) to be collected,
- Current status of any required licenses or permissions,
- For students, name of Phillips Academy adult(s) who will be supervising usage at all times,
- Provisions for security of the equipment, both during and outside of operation, and of any sensitive data collected.

Applications must be submitted ***at least 48 hours prior*** to proposed UAS use on campus.

Employees must hold a valid Remote Pilot Certificate (per FAA regulations for conducting unmanned aircraft operations on behalf of an organization) to operate UAS equipment on campus. Employees must provide proof of certification to the Office of Communication and Director of Public Safety prior to any operations. Certified employees are exempt from the written application process, but still must communicate and clear all UAS activities with the Office of Communication and Director of Public Safety. Approval may be granted or denied at these department's discretion. Certified employees must obey all safety, privacy and FAA terms and conditions outlined in this policy.

Note that Phillips Academy will not be responsible for any damage to UAS/drones used on Academy property.

#### **Safety and Privacy Concerns:**

In accordance with Federal Aviation Authority (FAA) regulations, drones must fly below 400 feet (120 meters). For the safety of the community, drones must be flown 100 feet away from people, buildings, and vehicles. Drones may not be flown directly over people. Drones may not be used in indoor spaces or within five (5) miles of an

airport. Due to the proximity of Andover's campus to the Lawrence Airport, all flights at altitude must be approved with Lawrence Airport Air Traffic Control prior to take-off. Please consult the FAA's B4UFLY mobile app to determine airspace restrictions.

UAV/Drones may NOT be used to:

- conduct surveillance or photograph community members in areas where there is a reasonable expectation of privacy without those members' consent (for example, through windows into restrooms, locker rooms, individual residence rooms, health treatment rooms);
- monitor or record residential common spaces and hallways;
- monitor or record sensitive Academy or personal information which may be found, for example, in individual's workspaces or computer screens and visible through windows;
- fly directly over athletic fields to monitor or record athletic games.

UAS/Drones may be used to photograph gatherings to which the general public is invited, in accordance with the above guidelines.

Waivers may be obtained through the FAA to conduct certain basic prohibited operations. Evidence of such Part 107 waiver must be presented with application prior to approval.

Any footage captured by a UAV/Drone may only be used for the purpose for which it was approved. Usage for other purposes will require Academy approval. Furthermore, any footage captured by a UAS/Drone that includes close up views of individuals may not be used without first obtaining the permission of those individuals, unless such footage is gathered during the filming of a public event at which the use of the drone/UAS is clearly visible.

#### **Approval/Notifications:**

If an application contains all required information, and the proposed plan does not pose any threat of harm to the Phillips Academy community or property, the Assistant Director, Digital Communications or the Dean of Students will review the plan and make a recommendation to the Director of Public Safety for its approval, noting any limitations.

The Director of Public Safety will make a final determination, and will notify operators of approval to operate on campus. (For student operators, notification will be made through the Cluster Dean.) Approval must be granted before the UAS is brought onto campus.

Operators will check in with Public Safety before use on campus and will notify Public Safety upon completion of UAS usage.

Phillips Academy reserves the right to shut down usage immediately in the event that it poses a hazard to community members or interferes with Academy activity.

**Exceptions:**

Local Law Enforcement use of UAS technology in execution of a search warrant or as part of a tactical response to an immediate threat is automatically authorized, subject to applicable law and government regulations.

**Questions:**

Any questions or comments about this UAS policy shall be directed to Mark Leonard, Director of Campus Safety, 978-749-4444 or [mleonard@andover.edu](mailto:mleonard@andover.edu), or to a Cluster Dean.

**Phillips Academy**  
**Application to Operate UAS/Drone Equipment**

Prior to operating UAS equipment vendors must file an application with the Office of Academy Communications. Students must file an operating plan with the Dean of Students Office.

Applicant Name: \_\_\_\_\_ Role (please circle): Vendor Employee Student

Date of Planned Usage: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment to be used (include information about the UAV control systems, communication systems etc.): \_\_\_\_\_

\_\_\_\_\_

Location to Be Used: \_\_\_\_\_

Purpose(s) of Use: \_\_\_\_\_

Pilot(s) or other Remote Operator(s) Information (include name, contact information, experiences, and licenses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Data to be Collected (including Imagery): \_\_\_\_\_

Plans for Equipment Security: \_\_\_\_\_

*Student Applicants Only:* Name of Phillips Academy adult(s) who will be supervising usage at all times:

\_\_\_\_\_

**Approvals:**

Office of Academy Communications: \_\_\_\_\_

Dean of Students Office: \_\_\_\_\_

Public Safety: \_\_\_\_\_

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