

<b>Policy:</b> Unmanned Aircraft Systems, (Drones) and Model Aircraft	<b>Policy Number:</b> I-7.4
<b>Policy Owner(s):</b> Regulatory Affairs & Risk Management	<b>Original Date:</b> 11/1/2016
<b>Last Revised Date:</b> 8/3/2017	<b>Approved Date:</b> 9/14/2017

I. **POLICY:** The operation of Unmanned Aircraft Systems (UAS), including drones and Model Aircraft, is regulated by the Federal Aviation Administration (FAA) and relevant federal and state law. With approval as provided for in this Policy, John Carroll University (JCU) allows UAS to be utilized productively in a manner that fully meets institutional, legal, public safety, and ethical responsibilities. Operation of a UAS on or over University property, and the use of University-owned UAS, is permitted only when in compliance with this Policy. Private or Hobbyist/Recreational use of UAS and Model Aircraft on University property is not permitted.

II. **PURPOSE:** To ensure the safe and lawful use of UASs on John Carroll University property when approved and conducted for a University purpose.

III. **SCOPE:** All employees, students, contractors and visitors of John Carroll University.

IV. **DEFINITIONS:**

**Model Aircraft:** An unmanned aircraft system that is 1) flown for hobby or recreational purposes as defined in the FAA Modernization and Reform Act of 2012; 2) capable of sustained flight in the atmosphere; and 3) flown within visual line of sight of the operator.

**Operator:** Pilot or individual who is controlling, maneuvering, or commanding a UAS.

**University Property:** Buildings, grounds, and land that are owned by the University, or controlled by the University via lease or other contractual agreement.

**Unmanned Aircraft System (UAS):** Any remotely operated or controlled aircraft intended to fly within the National Airspace System. Includes devices commonly referred to as drones and may also include communications, support, and navigational equipment. FAA regulations apply to all types of UAS regardless of weight or size.

**V. PROCEDURES:**

- A. This policy applies to:
- 1) Employees and students operating UAS in any location as part of their University employment or as part of a University academic/research program;
  - 2) The operation by any person of UAS on JCU property;
  - 3) The purchase and operation of UAS with funding through the University, including grants and foundation accounts; and
  - 4) The hiring or contracting for any UAS services by or on behalf of the University with an outside vendor\
  - 5) This policy does not apply to use of UAS by the JCU Police Department or any other law enforcement in the scope of their duties.
- B. For the purpose of this Policy, the use of UAS will fall into one of four categories as defined by the FAA: 1) Private/Hobbyist/Recreational use; 2) Commercial use (i.e. vendor commercial purpose; faculty or student research etc.); 3) Educational use (including educational uses in an academic setting); or 4) Government use. Permission for use of a UAS on or above University property under this Policy is dependent upon the category of use. If permission is granted, the UAS Operator must follow different procedures for each category of use before any UAS use is permitted under this Policy.
- C. Any individual or group - including employees, students and contracted vendors - seeking to operate a UAS on or above University property is responsible for obtaining all required registrations, documentation, notifications and approvals for compliance with FAA regulations, federal and state laws, and University policies. Individuals or groups must follow the Unmanned Aircraft System (Drone) Approval Process issued by the Office of Risk Management and Regulatory Affairs in order to operate an UAS on or above University property.
- D. The University's Office of Regulatory Affairs and Risk Management, in conjunction with JCU Police Department, shall be responsible for implementation and enforcement of this Policy; approvals and instructions regarding UAS use on or above University property; and for UAS use as part of or connected to University employment or academic/research programs.
- E. Private/Hobbyist/Recreational use of UAS and Model Aircraft on University property that is not related to University purposes and approved under this Policy is not permitted.
- F. UAS and Model Aircraft are not permitted over any University stadium or

athletic field without written permission from the Office of Risk Management and Regulatory Affairs.

- G. Educational use of UAS and Model Aircraft on or above University property must be approved in advance by the Office of Risk Management and Regulatory Affairs. Such uses must be in compliance with FAA rules, including use for academic or research purposes.
- H. Government and Commercial use of UAS on or above University property, or elsewhere on behalf of the University, must be approved in advance through the office of Regulatory Affairs and Risk Management to ensure compliance and insurance coverage.
- I. UAS shall be operated in a responsible manner and shall not create a hazard to University property, the University community, or the public at any time.
- J. In operating a UAS for purposes of recording or transmitting visual images, Operators must take all reasonable measures to avoid violations of areas normally considered private, and the unauthorized interception or recordings of images, electronic communications, and electronic data. Operators are responsible for obtaining necessary and appropriate permission for any use of images in which individuals are identifiable.

## **VI. VIOLATION AND ACCOUNTABILITY**

- A. Employees, students, contractors and visitors who violate this Policy will be prohibited from future use of UAS on or above University property, and/or from UAS use in relation to University activities or on behalf of the University.
- B. Individuals who violate this Policy will be subject to University disciplinary procedures as set out in the Student Code of Conduct, the Human Resources Corrective Action Policy, , or the Faculty Handbook.
- C. Individuals also may be subject to criminal or civil penalties under federal, state, and local laws for violations of the law involving UAS.

## **VII. CROSS REFERENCE:**

Corrective Action Policy

## **VIII. ATTACHMENT:**

[UAS Drone Application](#)