

DRONE POLICY

Position Held On Council:	Name:	Signature:	Date:
President:	Toneea Watson		25th June, 2024
Acting Principal:	Lyn Coulter		
Date To Be Reviewed:			JUNE, 2027

RATIONALE

Drones can be used in the Year 9 Program, Science, Technology, Engineering, Arts and Mathematics (STEM) programs and other curriculum areas to provide students with hands-on learning experiences. This policy will ensure Robinvale College will meet regulatory requirements whilst drones are being used for educational purposes and assist in minimising risk to staff, students and property to ensure a contemporary and innovative learning experience.

PURPOSE

This policy aims to provide an overview of permitted activities and licensing requirements for the use of drones (also commonly known as remotely piloted aircraft). This will also provide teachers who use drones for curriculum purposes with safety information, provide guidelines on contracting accredited pilots or operators and identify a protocol if an unauthorised drone is sighted over school grounds.

Note: Supervising teachers must hold a current RPA Operator Accreditation from the Civil Aviation Safety Authority (CASA) before any supervised flights may occur.

: RPA Accredited Operators will ensure the school's drone is registered with CASA prior to use by the school.

IMPLEMENTATION

The School will:

- Take a school-wide consistent approach to explicitly teach expectations around the use of drones.
- Ensure that all complaints related to the inappropriate use of drones will be heard in confidence and taken seriously and in line with current school complaints and communications processes
- Organise professional learning for staff to promote appropriate use of drones.
- Implement periodic professional learning for staff that will better inform staff members of current issues and strategies when using drones.

The Civil Aviation Safety Authority (CASA) is the authority responsible for regulating the use of drones in Australia. Any drone that is used within any Victorian government school is required to comply with CASA regulations. *Civil Aviation Safety Regulations Part 101* prescribes standard operating conditions for all recreational unmanned flight, including model aircraft, remote controlled aeroplanes and helicopters, blimps, rockets, kites, pyrotechnics and drones. The conditions are as follows:

- Drone should only be flown in visual line-of-sight, in day visual meteorological conditions. Specifically:
 - No night flying.

- No flying in or through cloud or fog, and you should be able to see the aircraft with your own eyes (rather than through its point-of-view camera) and within a range of 1 kilometre from the operator at all times.
- Drone must not be flown closer than 30 meters to vehicles, boats, buildings or people.
- Drone must not be flown over populous areas such as beaches, other people's backyards, heavily populated parks, or sports ovals where there is a game in progress, including school events or sports games
- Drone should not fly within 5.5km of an airfield. Airfields also include helicopter landing sites (HLS) in locations such as hospitals.
- Drone must not be flown higher than 400 feet (120 metres).
- Drone must not drop or discharge an object that poses a risk to another aircraft, persons or property.
- Drone must not be used during emergency situations such as bushfires, floods and traffic accidents as they may pose a major safety risk to emergency personnel in the air and on the ground.
- Pilots can only fly one drone at a time.

In addition to CASA requirements, there are additional requirements placed on the use of drones within Victorian school grounds. The following describes the different circumstances that drones can be used and the additional requirements that must be followed.

Recreational and educational use of drones by school community members

School community members can use drones on school grounds for recreational and educational purposes with permission from the principal, provided they comply with the following requirements. School community members are people with a legitimate, ongoing relationship with a school, including:

school employees
students
signed-in visitors (for example, parents)
department employees.

Drones can be used by teachers and students within Victorian school grounds under the following conditions:

- That the drone used by teachers and students has a gross weight less than two kilograms. Drones must not be flown beyond the perimeter of school grounds.
- That the use of the drone adheres to the workplace health and safety guidelines, minimising the risk of damage to school assets and injuries to teachers and/or students
- The educational use of drones by students outside of classroom times will be at the discretion of the school principal. In making their deliberation, the principal will consider whether the educational use of drones adheres to this policy framework. If permission is granted by the principal, the educational use of drones must be under the direct supervision of school staff.
- Students aged under 16 years must not operate drones without direct supervision. Direct supervision requirements may also apply to students aged 16 years or older, depending on the type of drone and how it will be used.
- Schools must obtain consent from parents or carers before collecting or using student photographs and film. In some instances, such as if the content includes student art or other work, additional consent may be required to ensure compliance with copyright law.

Refer to the department's policy on [Photographing, Filming and Recording Students](#) and [Intellectual Property and Copyright](#) for more information.

When deciding whether to approve recreational or educational drone use, principals are encouraged to consider appropriate materials, shape and size for a drone to minimise injury or potential damage to the school or neighbouring property.

SPECIFIC PROCEDURES

Unidentified and dangerous use of drone

- Any unidentified drone flying over government school airspace may constitute a trespass on Ministerial land.
- Robinvale College must report on unsafe operations or incidents of people or organisations putting safety at risk by calling CASA on 1800 687 342, and to the Victorian Police on 000.
- Incidents that cause damage to buildings or injury to students should be reported to the Department's Security Service Unit 24/7 Hotline on (03) 9589 6266.

Intellectual Property and Privacy

- Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the Information Privacy Act 2000 (Vic) (IP Act) and the Information Privacy Principles contained within it.
- Photographs, video and digital images of students taken by a drone also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act).
- Members of the public, businesses or other government agencies using drones who have been granted approval to fly over school airspace are not permitted to photograph or video students.
- In addition, as Government schools are considered land of the Minister for Education, photographs, video or digital images of the school grounds are not permitted without the explicit approval of the Minister for Education or delegated authority.
- Any accidental or incidental images of the school and/or students are to be deleted.

EVALUATION AND REVIEW

- This policy will be monitored by the Principal and leadership team to ensure : All staff accessing the drones are RPA Accredited Operators who have been briefed on the regulations and requirements.
- The drone policy is included as an agenda item for the Term 1 and professional learning sessions offered to staff during PL week across the year.
- The drone policy is monitored and reviewed every three years and or when new regulations become available.

DEFINITIONS AND REFERENCES

Civil Aviation Act 1988 – [Part 101 (Unmanned Aircraft and Rockets) Manual of Standards 2019 (as amended) made under regulation 101.028 of the *Civil Aviation Safety Regulations 1998*.

Occupational Health and Safety Act 2004 Information Privacy Act 2000

Copyright Act 1968

Privacy and Data Protection Act 2014

Civil Aviation Legislation Amendment (Part 101) Regulation 2016 Victorian School Building Authority

Related Documents

<https://www.casa.gov.au/drones/register>

Civil Aviation Safety Authority - Remotely Piloted Aircraft (RPA)

Flying with Control? – Safety information from CASA and Model Aeronautical Association of Australia

Cutting Red Tape for remotely piloted aircraft – detailing amendments to the Civil Aviation Act

CASA Online Learning – Remotely Piloted Aircraft Systems Regulation

Related policies

- [Intellectual Property and Copyright](#)
- [Managing and Reporting School Incidents \(including emergencies\)](#)
- [Photographing, Filming and Recording of Students](#)
- [Supervision of Students](#)

Relevant legislation

- [Civil Aviation Safety Regulations Part 101](#)
- [Copyright Act 1968 \(Cth\)](#)
- [Privacy and Data Protection Act 2014 \(Vic\)](#)

REVIEW CYCLE

This policy will be reviewed every three years or when new regulations become available.