



## Catholic Schools Office Diocese of Lismore

# DRONES STANDARD OPERATING PROCEDURE

<b>SOP Number:</b>	DSOP01:04
<b>Status:</b>	Ratified
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<b>SOP Contact Officer:</b>	WHS Officer – School Resources Services
<b>Related Documentation:</b>	Catholic Education in the Diocese of Lismore Foundational Values for Catholic Identity and Mission  Privacy Policy and Standard Operating Procedure  Work Health and Safety Policy and Standard Operating Procedure  Civil Aviation Safety Regulation (CASR) Part 101

## **RATIONALE**

This Standard Operating Procedure outlines the obligations on all employees and students of diocesan schools in the safe use of drones.

The CSO and diocesan schools permit drones to be used productively and safely for educational purposes, in a manner that is safe for the whole school community and the general public, meeting WHS, civil aviation and privacy legislation requirements.

## **SCOPE**

This Standard Operating Procedure applies to all staff and students in Catholic schools, under the administration of the Catholic Schools Office, Diocese of Lismore.

### **1. SAFE OPERATING RULES**

All teachers, instructors, students and others operating drones at school, or elsewhere in association with the school's undertakings, must abide by the following:

- I. Drones may only be flown in daylight or clear lighting that allows full sight of the drone at all times;
- II. Drones may only be flown within the clear, direct line of sight of the operator;
- III. Drones must not be flown higher than 120m or 400ft above ground level in controlled airspace (which applies to most Australian cities);
- IV. Drones must not be flown within 30m of any vehicle, boat, building or person;
- V. Drones must not be flown within 5.5km of an airfield;
- VI. Drones must not be flown over populous areas (e.g. beaches, backyards, parks, shops, sports ovals with games in progress etc);
- VII. Drones may only be flown under the supervision of an experienced operator who is authorised by the school as a Drone Flight Supervisor; except in the case of 4.4 of these procedures or except those students who hold a drone Pilot's licence.
- VIII. A drone may only be flown unsupervised by a student if the student holds a current, school-issued Drone Pilot's License (see Implementation);
- IX. Drones must not be operated by any person in a reckless or careless manner, or under the influence of alcohol or drugs;
- X. Drones with a gross weight of more than 2 kg must not be flown; and
- XI. Drones must not film any event, facility, person or property without the knowledge and express permission of the event or facility manager, person or owner of the property. Deliberate or inadvertent breach of any entity's or person's privacy, property or other rights by unauthorised filming is prohibited.

### **2. IMPLEMENTATION**

These Standard Operating Procedures are to be implemented as follows:

- I. All teachers and teaching support personnel using, or planning to use drones in curriculum activities will be informed and trained to implement this Standard Operating Procedures' Safe Operating Rules;

- II. All students participating in activities involving the use of drones will be informed and trained to implement the Safe Operating Rules;
- III. Drone purchasing will follow the safety-in-design principles in the school's Purchasing Policy;
- IV. Students in Years 10-12 who may wish to, or are required to, fly a drone unsupervised may apply to the ICT or science department head for a drone pilot's fitness assessment which, if passed, will result in the issue of a Drone Pilot's License. Schools should develop their own criteria for the issuing of Drone Pilot's License' (see below);
- V. Breaches of Safe Operating Rules will result in the revocation of Drone Pilot Licenses (in the case of students) or Drone Flight Supervisor authorisations (in the case of teachers or supervising workers); and
- VI. Emerging safety issues, hazards, incidents or regulatory guidelines will result in a review, adjustment and improvement of these procedures.

### **3. DRONE PILOT LICENCE CRITERIA**

The following constitutes the minimum requirement for the attainment of a Student Drone Pilot Licence:

- I. Adequate drone flight time by student. Teacher to decide what is adequate for each student;
- II. Student to achieve 100% pass mark in test of the eleven 'Safe Operating Rules';
- III. Teacher to set a physical course through which the student must successfully manoeuvre their drone; and
- IV. Teacher considers the student to have a level of maturity appropriate for the undertaking.

## VERSION HISTORY

<b>Version</b>	<b>Approval Date</b>	<b>Authorised By</b>	<b>Notes</b>
1	November 2016	Assistant Director – Schools Resources Services	Originally released