

WHS Drone Policy



Williamstown High School

Developed in 2019



WHS Drone Policy

Development process

1. Rationale

This statement explains “why” the policy has been developed. The general overview of the policy refers to any background or directives that led to the development of the policy.

Drones can be used in Science, Technology, Engineering, Arts and Mathematics (STEAM) programs and other curriculum areas to provide students with hands-on learning experiences. This policy will ensure Williamstown High School 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.

2. Purpose

A brief statement defining “what” the policy is intended to accomplish and the aim of the policy.

The 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 approved pilots or operators and identify a protocol if an unauthorised drone is sighted over school grounds.

3. Implementation

This section details “how” the policy statement will be achieved. It may set requirements for different parts of the school community (for example, staff, students, parents) as well as outlining “who” will be responsible for the implementation of the policy.

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;
- 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.
 - Drones 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.
 - Drones should not fly within 5.5km of an airfield. Airfields also include helicopter landing sites (HLS) in locations such as hospitals.
 - Drones must not be flown higher than 400 feet (120 metres).
 - Drones must not drop or discharge an object that poses a risk to another aircraft, persons or property.
 - Drones 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.

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.
- 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 drone 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.

4. Specific procedures

This section outlines the specific and practical applications of the policy to clarify the expectations to the school community.

Unidentified and dangerous use of drones

- Any unidentified drones flying over government school airspace may constitute a trespass on Minister's land.
- Williamstown High School 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.

5. Evaluation and review

Policies must be reviewed on a regular basis. A defined review cycle should be stated.

- This policy will be monitored by the STEAM and Principal team to ensure: All staff accessing the drones 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.

6. Definitions & references

Sometimes technical terms will need to be defined.

Also other related policies or DET guidelines might need to be referred to.

Civil Aviation Act 1988
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

[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

7. Consultative process

Briefly outline the consultative processes used to develop and ratify this policy. Which groups or committees were involved.

Bayview Campus Principal researched and sought advice, laws and regulations required for Victorian Schools.
Bayview Campus Principal tabled draft of policy to edpol during term 2 2019.

Ratification:

This policy was ratified by school council on 25 June 2019.