Texas Woman's University
University Regulation and Procedure

Regulation and Procedure Name:	**Remotely Operated Aircraft, Vehicle, and Drone Use**
Regulation and Procedure Number:	**URP: 04.460**
Policy Owner:	**Finance and Administration**

POLICY STATEMENT

Texas Woman's University's ("TWU" or "University") Remotely Operated Aircraft, Vehicle, and Drone ("ROV") Use policy has been developed to protect the safety and privacy of faculty, staff, students, guests, and neighbors and to protect University buildings and property, while facilitating the use of such technology for research, teaching, operations, and outreach activities. This University Regulation and Procedure ("URP") applies to TWU employees, students, and guests operating ROVs in any location in which TWU owns, operates, rents, or leases property, including both indoors and outdoors, as well as the hiring or contracting of any ROV services from a third party.

APPLICABILITY

This policy is applicable to TWU Students, Employees, University Affiliates, and Guests.

DEFINITIONS

1. "Employee" means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.

2. "Guest" means any individual not affiliated with TWU.

3. "Information Resources" means an element of infrastructure that enables the transaction of data, designed to provide content and information services to Users. Information Resources include information in electronic, digital, or audiovisual format and any hardware or software that store and use such information (i.e., electronic mail, local databases, externally accessed, CD-ROM, motion picture film, recorded magnetic media, photographs, digitized information, voice mail, faxes). This definition also includes computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited

to, cloud services, mainframes, servers, personal computers, notebook computers, hand-held computers, personal digital assistant (PDA), pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e., embedded technology), telecommunication resources, network environments, telephones, fax machines, printers, and service bureaus. Additionally, Information Resources includes the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

4. "Remotely Operated Vehicle ('ROV')" means any remote controlled aircraft or vehicle, remote controlled or free-flight drones, helicopters, airplanes, mechanically propelled or propellant guided balloons, and rockets, of any size or weight, that do not carry passengers, as well as all of the associated support equipment.

5. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.

6. "University Affiliate" means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:

    a. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide goods or services to TWU. This includes employees of contractors or vendors and independent contractors.

    b. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.

    c. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.

    d. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.

    e. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.

7. "University Property" means buildings, grounds, and land that are owned by the University or controlled by the University via rental agreements, leases

or other formal contractual arrangements to house ongoing TWU operations.

REGULATION AND PROCEDURE

I. Acceptable ROV Use

A. The use of ROVs on University Property is permitted only for approved educational, research, facilities operations, or University marketing purposes.

B. Use of ROVs by TWU employees in the course and scope of their employment not on University Property must have approval by Risk Management. Documentation of permission for ROV operations on other than University Property will need to be provided to Risk Management.

C. The use of a ROV on University Property by individuals for recreational purposes is strictly prohibited.

D. ROV operators may not be under the influence of alcohol, drugs, or otherwise have their faculties impaired.

E. ROV operators must not photograph, video, or monitor areas where other members of the University community or members of the general public would have a reasonable expectation of privacy. These areas include, but are not limited to, restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms. ROVs shall not be used to monitor or record residential hallways, residential lounges, or the inside of campus facilities providing childcare services. ROVs shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, on an individual's workspace, computer, or other electronic displays.

F. ROV operators must comply with all federal, state, and local laws. A violation of law (trespassing, illegal surveillance, reckless endangerment) or violations of University policies may subject the individual(s) to both criminal and disciplinary action. Damages or injuries occurring to University property or individuals will be the responsibility of the ROV operator.

II. Approval Procedures

Any individual or entity wanting to operate a ROV on University Property, or TWU employees wanting to operate a ROV in the course and scope of their employment not on University Property, must complete all of the following:

A. The purchase of a ROV for University business must be pre-approved by Risk Management. This applies to any ROV purchased by TWU to include using University accounts, grants, or TWU Foundation accounts. An

Information Technology Solutions risk assessment is also required for any software, web application, cloud service, or electronic data collection associated with the ROV to be purchased per URP 04.760: Risk Assessment.

B. Submit a ROV Application to Risk Management, and receive approval of the application.

C. Meet the requirements set by the Federal Aviation Administration ("FAA") ROV Rule (14 CFR Part 107). This includes, but is not limited to, obtaining a Remote Pilot Certificate, registration and labeling of the ROV, compliance with airspace restrictions and authorization requirements, and obtaining FAA waivers for requirements of Part 107 as necessary.

D. Obtain appropriate insurance coverage, as approved by Risk Management, for the ROV operations. Insurance premiums for insurance obtained by Risk Management on behalf of TWU departments will be charged back to the applicable department.

E. Develop contingency management and mishap response plans that provide for the following at minimum:

    1. Loss of control or connection to the ROV, including loss of control link, loss of GPS and loss of power;

    2. Actions on sighting of a piloted aircraft by ROV operator; and

    3. Actions upon a crash of the ROV.

F. Re-submit ROV application to Risk Management if the purpose or conditions of its use change, including changes to the ROV equipment or operator.

G. Notify TWU's Department of Public Safety dispatch at least twenty-four (24) hours prior to commencing ROV operations on campus.

H. When using a ROV outdoors, a sign must be posted in the immediate area indicating that a ROV is in use, and that aerial photography or use of sensors is occurring, if applicable.

I. TWU reserves the right to cancel or reschedule any approved ROV usage.

J. ROVs operated by federal, state, or local agencies as part of emergency, law enforcement, or other critical operations are exempt from these requirements, with the exception that TWU Department of Public Safety dispatch must still be notified as soon as possible.

III. Information Security

A ROV is considered an information resource. ROV owners must follow all applicable URPs for information and physical security. Any individual or entity wanting to operate a ROV on University Property, or TWU employees wanting to operate a ROV on other than University Property in the course and scope of employment, must ensure that:

A. Security controls are in place to prevent unauthorized access, accidental modification, or disclosure of confidential or agency sensitive information;

B. Use of a ROV must not disrupt or endanger information resource assets, including TWU networks and devices connected to a TWU network;

C. If confidential or agency sensitive TWU data will be collected or transmitted during the operation of a ROV, or stored in a ROV, approval from the data owner is obtained prior to use; and

D. Confidential data stored in a ROV is encrypted.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

FAA ROV Rule (14 CFR Part 107)

Texas Government Code Chapter 423

URP 04.400: Risk and Insurance Management

URP 04.760: Risk Assessment

FORMS AND TOOLS

TWU ROV Application

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