

**TITLE:** Unmanned Aerial Vehicle or Unmanned Aircraft Systems (Drones)**NUMBER:** BUL-149909**ISSUER:** Andres E. Chait  
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Information Technology Services**DATE:** March 11, 2024**POLICY:** This is a new policy which addresses the process and procedures for the purchase, and use of small, unmanned aircraft systems (UAS), commonly called drones, to enhance the instructional program and to assist in District operations. It also establishes the responsibility to monitor the use of drones by students, staff, and third parties at District sites and District-sponsored events to ensure compliance with applicable federal, state, and local laws, or regulations regarding safe flight practices.

The District appreciates the use of drones as beneficial educational tools in the fields of math, physics, photography, and technology, including computer programming, among others. Drones may enhance the instructional program, by making the curriculum more relevant and engaging for students. Moreover, use of drones in operational areas such as maintenance, construction, emergency operations and safety may aid the District in reducing costs and in promoting more efficient and safe operations.

Per the Federal Aviation Administration (FAA), an unmanned aircraft system (UAS) is an unmanned aircraft, commonly referred to as a “drone,” and the equipment necessary for the safe and efficient operation of that aircraft.

**ROUTING**  
All Employees  
All Locations

There are two UAS categories addressed in this policy which have different requirements:

1. Small drones weighing between 0.55 pounds and 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.
2. Mini Drones weighing less than 0.55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.

Drones weighing over 55 pounds are not permitted to be operated on or around District property unless expressly authorized by both the District and the FAA.

**MAJOR  
CHANGES:**

This is a new policy

**GUIDELINES:**

The following guidelines apply.

Federal Aviation Administration (FAA) has promulgated restrictions and requirements that must be met or followed before anyone is able to legally operate a drone. All drone flights on District property or at District events require prior approval by a Site Administrator, Region Superintendent, Director, or authorized designee unless otherwise pre-approved per the FAA by a [Certificate of Waiver or Authorization \(COA\)](#) or as required for District Emergency Operations.

Refer to [Attachment H-LAUSD Drone Policy District Flowchart](#) and [Attachment I-LAUSD Drone Policy Third Party Flowchart](#) for guidance on all non-COA, non-District Emergency processes.

Use of a drone without receiving the required authorization as set forth herein or without following District guidelines, and federal and state laws and regulations, may subject the operator or LAUSD staff to disciplinary action and civil/criminal liability. Operating an aircraft without registration or any necessary airman certification can result in a penalty with a maximum of 3 years in prison and/or a \$250,000 fine per [49 USC § 46306](#) sections (b) and (d).

### **Certificates of Waiver or Authorization (COA)**

Any District Employee with a FAA Remote Pilot License may qualify to submit a FAA UAS Certificate of Authorization on behalf of the District.

All Third Party FAA COA requests must be authorized by a Site Administrator, Region Superintendent, Director, or authorized designee.

Both District Employees and Third Parties shall submit their requests using the FAA's UAS Certificate of Authorization (COA) Application Processing System (CAPS) following the two steps below:

1. In order to gain access to CAPS and complete a COA, the applicant shall complete the [Attachment F-Certificate of Operation \(COA\) Application Processing System \(CAPS\) Access Request Form](#) and submit it in accordance with the instructions provided at <https://caps.faa.gov/>
2. Using the link below, upload copies of approved COAs to the District's central repository:
  - a. Link to the "FAA Approved COA Upload" online form: <https://docs.google.com/forms/d/e/1FAIpQLSfZRo3aQ0jVZtwlccA9qnCLJfZpTZ1SGDeuLH0TBuUueh8g/viewform>
  - b. A copy of the approved COA shall be readily available to the operator to show proof of authorization.

### **Emergency Operations**

All District Emergency Operations using small drones shall be directed by a District official and flown by an existing Part 107 Remote Pilot with a current certificate or executed per an existing COA.

The District or its Third Parties directed to respond to natural disasters or other emergency situations may be eligible for expedited approval through the FAA's Special Governmental Interest (SGI) process.

Complete the following steps to apply and submit a waiver through the SGI process:

1. Download the FAA Request Form for Expedited SGI Waiver or Authorization for UAS Operation using the following link: [https://www.faa.gov/sites/faa.gov/files/uas/getting\\_started/temporary\\_flight\\_restrictions/UAS-SGI\\_waiver\\_approval\\_request\\_form.docx](https://www.faa.gov/sites/faa.gov/files/uas/getting_started/temporary_flight_restrictions/UAS-SGI_waiver_approval_request_form.docx)

2. Email the completed form to the FAA's System Operations Support Center (SOSC) at [9-ator-hq-sosc@faa.gov](mailto:9-ator-hq-sosc@faa.gov).
3. If approved, the FAA will email a copy of the added amendment to the existing COA or Remote Pilot Certificate providing authorization to fly under certain conditions for the specified operation.
4. Copies of FAA SGI approval documents shall be uploaded to the District's central repository and be readily available by the operator to show proof of authorization.
  - a. Link to the "Approved Emergency Operation Request Form Upload" online form:  
<https://docs.google.com/forms/d/e/1FAIpQLSco19VttYurXksek-mK-O4WJ6FUysEWqtob5-0a8U5-obQQfDQ/viewform>

If denied, operators are NOT authorized to fly outside the provisions of their existing COA or Part 107.

All District-Owned small drones used for Emergency Operations shall be registered with the FAA in compliance with this Bulletin's Drone Flight Requirements, Section 2a-2d.

1. Drones registered under the Exception for Limited Recreational Operations cannot be flown under Part 107.

District privacy and data storage policies, along with all local/state/federal laws, must be followed if photographs or videos are taken during Emergency Operations.

Pursuant to [49 U.S. Code § 46320](#), interfering with first responders during wildfire suppression, law enforcement, or emergency response efforts is a violation of federal law and carries a civil penalty of up to \$20,000.

### **Permission to Fly a Drone**

The following permissions do not apply to pre-approved COAs, or District Emergency Operations.

In order to avoid disruption and maintain the safety, security, and privacy of students, staff, and visitors, any person desiring to use a drone on or over District property shall submit a Drone Flight Authorization Form (Attachment B) to Region Superintendent, Director, Site Administrator, or

one of their designees. District property includes property leased, owned, or otherwise used by the District.

In determining whether to grant permission for the requested use of a drone, Region Superintendent, Director, Site Administrator, or one of their designees shall consider the intended purpose of the activity and its potential impact on safety, security, and privacy as set forth in this bulletin. The decision of Region Superintendent, Director, Site Administrator, or one of their designees shall be final.

The Authorizer shall distribute Attachment B-Drone Flight Authorization Form responses to the requestor and [District Repository - https://docs.google.com/forms/d/e/1FAIpQLSfNB3IL28n05dsD4hasDQjZLbv1VfJyB\\_cGoK4vT8uEsL02IA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfNB3IL28n05dsD4hasDQjZLbv1VfJyB_cGoK4vT8uEsL02IA/viewform) within five business days from the date submitted; and, preferably prior to the requested flight date.

Any person requesting authorization to use a drone on District property shall have first completed [Attachment A-Operator's Acknowledgement of Drone Policy Form](#) acknowledging that he/she understands and will comply with the terms and conditions of the District's policy, federal law and regulations, state law, and any local city ordinances related to the use of drones.

### **Drone Flight Requirements**

The following drone flight requirements do not apply to pre-approved COAs, or District Emergency Operations.

The pilot, operator, and person overseeing the operator are responsible for complying with applicable federal, state, and local laws and regulations, including federal safety regulations, 14 CFR §§ 107.7-107.205. District privacy policies and state/federal laws must be followed if photographs or video are taken.

All flight activities involving students must be supervised by a responsible adult, authorized by the principal or District designee, who shall ensure safety and order during flight activities. The responsible adult overseeing **any** drone flight shall **possess**:

1. Access to a valid copy of the registration from the FAA for small drones (between 0.55 and 55 pounds) flown outdoors.

2. A valid, Remote Pilot Certificate from the FAA for small drones (between 0.55 and 55 pounds) flown outdoors under 14 CFR, Part 107, § 107.7.
  - a. See Site Administrator to obtain funding for certifications.
  - b. The responsible adult is not required to possess a Remote Pilot Certificate for indoor flight activities if not operating the small drone.
3. A valid TRUST certificate for mini drones (less than 0.55 pounds) or small drones (between 0.55 and 55 pounds) flown outdoors under the Exception for Limited Recreational Operations of Unmanned Aircraft (49 U.S.C. § 44809).
  - a. The responsible adult is not required to possess a TRUST Certificate for indoor flight activities if not operating the small or mini drone.
4. A signed Operator's Acknowledgement of Drone Policy (Attachment A).
5. Written authorization (Attachment B) from Region Superintendent, Director, Site Administrator, or one of their designees for the specified flight activities.
6. When applicable, Student and Adult Publicity Release Form(s) (Attachments C & D)

All drones shall be inspected to ensure they are undamaged and in good working order in accordance with manufacturer's recommendations prior to use. Drones operated outdoors shall not be operated in poor weather, high winds or at night unless otherwise permitted by the FAA (Under Part 107, the FAA [may allow routine operations at night under certain circumstances](#)). Under Part 107; the FAA may allow [operations over people under specific circumstances](#); otherwise, flights near or over other people are not permitted unless they are protected under a covered structure or stationary vehicle. Although the FAA does not regulate indoor airspace, the operation of drones indoors on District property is subject to the requirements set forth herein.

**1. Mini Drones (Weigh less than 0.55 Pounds):**

- a. Mini-Drones are **not** required to be registered with the FAA; however, they must be entered into the District's Drone Inventory using the following link:  
[https://docs.google.com/forms/d/e/1FAIpQLSfglq9LYKo8Y3GACEixsfjNOczE6Dcifq229LrCSPdt\\_GI7VQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfglq9LYKo8Y3GACEixsfjNOczE6Dcifq229LrCSPdt_GI7VQ/viewform).
- b. All mini-drone operators shall obtain a certificate of completion by passing [The Recreational UAS Safety Test \(TRUST\) required by the FAA](#) before flying indoors or outdoors.
- c. FAA Authorization is required to fly mini drones in controlled airspace. Authorization can be requested using an [FAA Approved Low Altitude Authorization and Notification Capability \(LAANC\) UAS Service Supplier](#).
- d. The mini-drone operator or supervising adult shall have completed and possess a copy of:
  - i. A signed Operator's Acknowledgement of Drone Policy (Attachment A).
  - ii. Written authorization (Attachment B) from Region Superintendent, Director, Site Administrator, or one of their designees for the specified flight activities.
  - iii. When applicable, any Student or Adult Publicity Release Form(s) (Attachments C & D)
- e. Recreational drone flyers flying outdoors must use [FAA-recognized CBO safety guidelines](#) to meet the statutory requirement of Section 49 USC 44809(a)(2).
- f. Recreational drone flyers flying indoors must use the attached [Minimum District Safety Guidelines \(Attachment E\)](#) AND [FAA-recognized CBO safety guidelines](#).

**2. Small Drones (that weigh more than 0.55 pounds but less than 55 Pounds):**

- a. Small drones shall be currently registered with the FAA. The operator shall have a copy of the registration on their person directly before, during, and after the flight. Register drones online using [FAADroneZone](#):
  - i. You must be at least 13 years old and be able to read, write, speak, and understand English to register a drone with the FAA.
  - ii. See Site Administrator to obtain funding for registration fees.
  - iii. Drones registered under the Exception for Limited



- iv. Recreational Operations cannot be flown under Part 107.
- b. Upload a copy of the registration(s) to:  
[https://docs.google.com/forms/d/e/1FAIpQLSfglq9LYKo8Y3GACEixsfjNOczE6Dcifq229LrCSPdt\\_GI7VQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfglq9LYKo8Y3GACEixsfjNOczE6Dcifq229LrCSPdt_GI7VQ/viewform).
- c. All small drone registration numbers shall be labeled or engraved so that they are visible from the outside surface of the drone (refer to the FAA's infographic:  
[https://www.faa.gov/sites/faa.gov/files/uas/recreational\\_fliers/UAS\\_how\\_to\\_label\\_Infographic.pdf](https://www.faa.gov/sites/faa.gov/files/uas/recreational_fliers/UAS_how_to_label_Infographic.pdf))
- d. All small drones must comply with the FAA's final rule on [remote ID](#) beginning September 16, 2023:
  - i. Beginning September 16, 2023, if your drone doesn't have Remote ID, you may be able to operate within [FAA-Recognized Identification Areas \(FRIAs\)](#).
- e. All small drone pilots flying under Part 107 must possess or be under the direct supervision of a person who possesses a Remote Pilot Certificate issued by the FAA on or after April 6, 2021. Small drone pilots flying under Part 107 must be at least 16 years old.
- f. All small drone pilots flying indoors or outdoors under the Exception for Limited Recreational Operations (U.S.C. 44809) must possess a certificate of completion by passing The Recreational UAS Safety Test (TRUST) required by the FAA and follow the attached [Attachment E-District Minimum Safety Requirements for Drones Weighing Less Than 55 Pounds Flown Indoors](#) AND those of an [FAA-recognized Community Based Organization \(CBO\)](#) before flying.
- g. The small-drone operator or supervising adult shall have completed and possess a copy of:
  - i. A signed Operator's Acknowledgement of Drone Policy (Attachment A).
  - ii. Written authorization (Attachment B) from Region Superintendent, Director, Site Administrator, or one of their designees for the specified flight activities.
  - iii. When applicable, any Student and Adult Publicity Release Form(s) (Attachments C & D).
- h. All flights must remain below 400 feet of elevation and stay clear of surrounding obstacles.
- i. It's best to operate at a maximum ceiling of 300 feet of elevation above ground level (AGL) to accommodate Emergency Operations.



- j. The pilot must maintain the visual line of sight with the drone at all times unless permitted otherwise by a COA, First Responder Beyond Visual Line of Sight (FR-BVLOS) waiver, [FAA Part 107 Waiver](#) or other FAA Exception (such as in an emergency).
- k. Refrain from flying within five miles of an airport, unless permitted to do so by a COA or other FAA authorization and District approval and remain clear of other aircraft.
- l. Verify there are no current temporary flight restrictions (TFRs) or notice to airmen ([NOTAMs](#)) before flight in an airspace:
  - i. All pilots/operators shall use a [FAA approved B4UFLY service provider's](#) or [FAA approved partner's](#) desktop or mobile application to check airspace and local advisories before outdoor flights.
  - ii. FAA Authorization is required to fly small drones in controlled airspace. Authorization can be requested using an [FAA Approved Low Altitude Authorization and Notification Capability \(LAANC\) UAS Service Supplier](#).
  - iii. Any person who knowingly or willfully violates the rules pertaining to operations in a TFR may be subject to significant civil and criminal penalties under 49 U.S.C. 46307.

### **Incident Procedures**

The Operator or supervising adult must immediately report all accidents involving a drone to the Authorizer of Attachment B (i.e., Region Superintendent, Director, Site Administrator, or one of their designees) and to the FAA as shown below. The Authorizer of Attachment B is responsible for ensuring that an ISTAR report is completed.

All incidents involving drones that weigh more than 0.55 pounds in which the following occur must be reported no later than ten (10) calendar days to the FAA, pursuant to 14 CFR §107.9.

- 1. Serious injury to any person or any loss of consciousness; or
- 2. Damage to any property, other than the small, unmanned aircraft, unless one of the following conditions is satisfied:
  - a. The cost of repair (including materials and labor) does not exceed \$500; or
  - b. The fair market value of the damaged property does not exceed \$500 in the event of total loss.

Report accidents in accordance with 14 CFR §107.9 reporting requirements via [FAADroneZone](#) (account & login required). Accident reports may also be made by contacting the nearest [FAA Flight Standards District Office \(FSDO\)](#).

### **Privacy**

Care shall be taken to ensure that photographs are not taken, or surveillance conducted where members of the public or site occupants have a reasonable expectation of privacy, including but not limited to restrooms, locker rooms and individual homes. Any drone with camera, video, or voice recording capability shall not be used in any manner that infringes on the privacy rights of any other person(s).

The Authorizer of Attachment B (i.e. Region Superintendent, Director, Site Administrator, or one of their designees) shall ensure that all required Student and Adult Publicity Release Forms (Attachments C & D) are completed and filed on-site, with copies uploaded to:  
<https://docs.google.com/forms/d/e/1FAIpQLSelOXpkEyyb6Uke-y3-FJ7CVQU8wgqrd9e8JvqcQ3QxTLmg/viewform>.

The District reserves the right to rescind the authorization for use of drones at any time.

To rescind authorization, the Authorizer (or other Region Superintendent, Director, Site Administrator, or one of their designees) of Attachment B must revise sections 21-23 and distribute the revised Attachment B to the requestor and [District Repository](#) in a timely fashion.

### **Third Party Use of Drones on District Property**

District recognizes the use of drones on District property by general contractors and other third parties ("Third Party"). During the construction phase, drones capture data, vital to track and communicate progress, track, and manage materials and assets, and provide valuable information for improving design changes as well as provide pictures for record keeping and visual help for planning and scheduling purposes.

Prior to flying any drone over District property, Third Party shall seek written authorization to fly drones on District property from the relevant Region Superintendent, Director, Site Administrator, or one of their designees ("District Contact"). Such permission is subject to satisfying the following:

1. This Policy/Bulletin's requirements
2. District's insurance and indemnity requirements as outlined in Attachment A, Drone Operator Acknowledgment Form and Attachment B, Drone Flight Authorization Form
3. Proof of compliance with all COA, 14 CFR Part 107 ("Part 107"), or applicable Exception for Limited Recreational Operations of Unmanned Aircraft (U.S.C. 44809) "Recreational Flyer" requirements.

Additionally, Third Party shall ensure its required drone accident reporting and response include concurrent notification to a Site Administrator and their District Contact.

The remote pilot in command of the small UAS or drone is required to report an accident to the FAA within 10 days if it results in at least serious injury to any person or any loss of consciousness, or if it causes damage to any property (other than the UAS or drone) in excess of \$500 to repair or replace the property (whichever is lower).

In addition to Part 107, Recreational Flyer, or COA compliance, Third Party shall observe all privacy, trespass and nuisance laws and ordinances.

Unless otherwise pre-approved by a Certificate of Waiver or Authorization (COA) or as required for District Emergency Operations, third-parties must work with a Site Administrator to obtain and upload all required publicity releases from staff, students, neighbors, workers and site visitors as needed using Attachments C & D.

Third Party should address cyber security concerns from both the perspective of the drone's operational controls and in transferring and securing imagery, data, and flight records once they are recorded. Third Party shall process, distribute, and store the data, who may access it, by what means, and for what purposes it may be used. In addition, Third Party shall provide its post-project retention and archiving requirements for imagery, data, and records with the District.

### **Procurement of Drones**

**Only drones and drone kits** that are commercially manufactured or built as a part of an approved LA Unified instructional program, will be considered for approval.

The first step required for District staff to procure Small or Mini-Drones is to email a completed [Attachment G-Technology Review Request Form to: ITS-ReviewRequests@lausd.net](mailto:ITS-ReviewRequests@lausd.net). Once approved, drone procurement can commence.

Home-made drones are strictly prohibited. All drones shall use frequencies approved by the FCC for both the drone and its wireless video system (if so equipped).

The Small drones shall be labeled in accordance with FAA requirements: [https://www.faa.gov/sites/faa.gov/files/uas/recreational\\_fliers/US\\_how\\_to\\_label\\_Infographic.pdf](https://www.faa.gov/sites/faa.gov/files/uas/recreational_fliers/US_how_to_label_Infographic.pdf). Mini-drones are not subject to FAA labeling requirements. All drones purchased or owned by the District shall be maintained on a Site and added to the District's Drone Inventory List using the following link: [https://docs.google.com/forms/d/e/1FAIpQLSfgIq9LYKo8Y3GACEixsfjNOczE6Dcifq229LrCSPdt\\_GI7VQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfgIq9LYKo8Y3GACEixsfjNOczE6Dcifq229LrCSPdt_GI7VQ/viewform)

The Office of Risk Management shall provide our insurance carriers an updated copy of the [Drone Inventory List](#) on a quarterly basis. District staff shall maintain District owned drones in accordance with manufacturer's recommendations and secure them when not in use.

**AUTHORITY:**

The following legal standards are applied in this policy:

**FEDERAL AND LOCAL AUTHORITY GOVERNING DRONE USE AND OPERATIONS**

**A. Federal Authority under Federal Aviation Administration**

The Federal Aviation Administration (FAA) regulates drones weighing less than 55 pounds in regulated airspace. <https://www.faa.gov/uas>. The drone operator and/or pilot is responsible for ensuring their compliance with FAA drone regulations, including but not limited to those summarized below:

1. Pilots flying small drones in regulated airspace shall possess a valid Remote Pilot Certificate from the FAA pursuant to 14 CFR, Part 107, § 107.61, unless otherwise authorized by a COA. These Pilots must be at least 16 years old and be able to read, write, speak, and understand English.

2. Recreational Flyers are not required to obtain a Remote Pilot Certificate, but are required by the FAA to pass [The Recreational UAS Safety Test \(TRUST\) required by the FAA](#) and carry proof of test passage.
3. When any use of drones is authorized, the operator agrees to be responsible for complying with applicable federal, state, and/or local laws and regulations, including federal safety regulations pursuant to 14 CFR 107.7-107.205.

B. Local Ordinance - Los Angeles Municipal Code

[Section 56.31](#) of the Los Angeles Municipal Code makes operation of a drone in a reckless manner a misdemeanor. That ordinance is only applicable to regulated airspace and also prohibits flying drones within twenty-five feet of any person other than the pilot or the pilot's assistant excluding takeoff and landing.

**RELATED  
RESOURCES:**

[49 U.S.C. § 40101](#) - Air Commerce and Safety  
[14 CFR § 107.1-107.205](#) - Small unmanned aircraft systems  
[14 CFR § 91](#) - General Operating and Flight Rules  
[20 U.S.C. § 1232g\(a\)\(4\)\(A\)](#) - Family Educational Rights and Privacy Act  
[49 U.S.C. § 46306](#) - Registration Violations  
[49 U.S.C. 46307](#) - Violation of National Defense Airspace  
[49 U.S.C. § 46320](#) - Interfering with Fire, Law, or Emergency Operations  
[14 CFR Part 89](#) - Remote Identification of Unmanned Aircraft  
[Unmanned Aircraft Systems \(UAS\) | Federal Aviation Administration](#)  
[UAS Facility Maps \(UASFM\)](#)  
[Los Angeles Municipal Code, Section 56.31](#) - Unmanned Aircraft Systems  
[Cal Civ. Code§ 3344\(a\)](#) - Media Consent  
[Cal Ed Code§ 51512](#) - Media Consent  
[Rules of the Board of Education](#) - Rules 2367 & 2370, June 6, 2021  
[BUL-5688.2](#) - LAUSD's Social Media Policy for Employees, July 31, 2018  
[BUL-6399.2](#) - Social Media Policy for Students, July 18, 2018  
[BUL- 999.15](#) - Responsible Use Policy (RUP) For District Computer Systems, Oct 9, 2023  
[LAUSD Parent Student Handbook](#)  
[LAUSD Filming and Parking Application](#)

**Links to FAA-Recognized Community Based Organizations' Safety Guidelines:**[STEM+C CBO Safety Guidelines](#)[Academy of Model Aeronautics \(AMA\) Safety Guidelines](#)[First Person View Freedom Coalition \(FPVFC\) Safety Guidelines](#)[Flite Test Community Association \(FTCA\) Safety Guidelines](#)

**ATTACHMENTS:** This Policy's attachments should be used electronically using the links provided. Samples of some of the attachments can be viewed at the end of this Policy.

Attachment A

- Operator's Acknowledgement of Drone Policy Form Link:  
[https://drive.google.com/file/d/1\\_SKldX3cmVU4G8BbKHMPPmuF-xT\\_QITo/view](https://drive.google.com/file/d/1_SKldX3cmVU4G8BbKHMPPmuF-xT_QITo/view)
- Operator's Link to Upload completed Attachment A forms:  
[https://docs.google.com/forms/d/e/1FAIpQLScBYIHMTbkE\\_I1C4\\_3jjKz7IDuBEG4B1MWp3-GAi-pWS3fdzQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScBYIHMTbkE_I1C4_3jjKz7IDuBEG4B1MWp3-GAi-pWS3fdzQ/viewform)
- Authorizer's Link to View completed Attachment A forms:  
[https://docs.google.com/spreadsheets/d/1zENcvk91Y1g4iS7sYnNVhDkc26Z8hjB0Ibfm8M6YRoM/edit?usp=drive\\_link](https://docs.google.com/spreadsheets/d/1zENcvk91Y1g4iS7sYnNVhDkc26Z8hjB0Ibfm8M6YRoM/edit?usp=drive_link)

Attachment B

- Drone Flight Authorization Form Link:  
<https://drive.google.com/file/d/17jZ5o47FdP-3bKcxTnLciu6P06ff2ABO/view>
- Link to Upload completed Attachment B forms (Authorized District Staff Only):  
[https://docs.google.com/forms/d/e/1FAIpQLSfNB3IL28n05dsD4hasDQjZLbv1VfJyB\\_cGoK4vT8uEsL02IA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfNB3IL28n05dsD4hasDQjZLbv1VfJyB_cGoK4vT8uEsL02IA/viewform)
- District's Link to View completed Attachment B forms:  
[https://docs.google.com/spreadsheets/d/1-Gq62asf4h6UAIfvJSZF869TOpR7hHcqnfBqANI\\_ILE/edit?usp=drive\\_link](https://docs.google.com/spreadsheets/d/1-Gq62asf4h6UAIfvJSZF869TOpR7hHcqnfBqANI_ILE/edit?usp=drive_link)

Attachment C

- Student Publicity Release Form Link:  
<https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/110/2023 Media Waiver English.pdf>

Attachment D

- Adult Publicity Release Form Link:  
<https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/110/Adult PUBLICITY RELEASE FORM.pdf>
- Link to Upload completed Attachment C & D forms:  
[https://docs.google.com/forms/d/e/1FAIpQLSeIOXpkEyvb6Uke-y3-FJ7CVQUs\\_8wgqrd9e8JvqcQ3QxTLmg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeIOXpkEyvb6Uke-y3-FJ7CVQUs_8wgqrd9e8JvqcQ3QxTLmg/viewform)
- Link to View completed Attachment C & D forms:  
[https://docs.google.com/spreadsheets/d/12umZvJXMPF5-OQOqL125PgsY9U\\_cG168W1hFEk3yvaA/edit?usp=drive\\_link](https://docs.google.com/spreadsheets/d/12umZvJXMPF5-OQOqL125PgsY9U_cG168W1hFEk3yvaA/edit?usp=drive_link)

Attachment E

- District Minimum Safety Requirements for Drones Weighing Less Than 55 Pounds Flown Indoors Link:  
<https://drive.google.com/file/d/1enCBt59l6gfLwwGZpPZZnrOxWRm06HiC/view>

Attachment F

- Certificate of Operation (COA) Application Processing System (CAPS) Access Request Form Link:  
[https://caps.faa.gov/VAADIN/resources/CAPS\\_Access\\_Request\\_Form.pdf](https://caps.faa.gov/VAADIN/resources/CAPS_Access_Request_Form.pdf)

Attachment G

- Technology Review Request Form Link:  
[https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.lausd.org%2Fcms%2Flib%2FCA01000043%2FCentricity%2FDomain%2F98%2FTechnology\\_Review\\_Request\\_Form%2520template%2520v.5.8.2023.docx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.lausd.org%2Fcms%2Flib%2FCA01000043%2FCentricity%2FDomain%2F98%2FTechnology_Review_Request_Form%2520template%2520v.5.8.2023.docx&wdOrigin=BROWSELINK)
- Link to email Attachment G forms:  
[ITS-ReviewRequests@lausd.net](mailto:ITS-ReviewRequests@lausd.net).



Attachment H

- LAUSD Drone Policy District Flowchart Link:  
[https://drive.google.com/file/d/1Y015RGo48x4bLTz2er\\_z4XRKdLX4UQF-/view](https://drive.google.com/file/d/1Y015RGo48x4bLTz2er_z4XRKdLX4UQF-/view)

Attachment I

- LAUSD Drone Policy Third Party Flowchart Link:  
<https://drive.google.com/file/d/1vPhdagrv-nR3t0rxWksVYb0Pz5oerQNR/view>

**ASSISTANCE:**

For technical assistance or further information regarding an authorized designee please contact the following LAUSD offices:

- [For Technical Issues Contact Alfonzo Webb, Senior Director School Climate Culture & Safety](#)
- [To Verify Authorized Designee, Contact the Division of Instruction](#)
- [To Verify Authorized Designee, Contact the Facilities Services Division \(FSD\)](#)
- [To Verify Authorized Designee, Contact Information Technology Services \(ITS\)](#)
- [To Verify Authorized Designee, Contact CTE-Linked Learning](#)
- [To Verify Authorized Designee, Contact the Office of the Business Manager](#)
- [To Verify Authorized Designee, Contact the Office of Environmental Health & Safety \(OEHS\)](#)
- [To Verify Authorized Designee, Contact the Office of Emergency Management \(OEM\)](#)
- [To Verify Authorized Designee, Contact the Los Angeles School Police Department \(LASPD\)](#)



Los Angeles Unified School District Drone Program  
Drone Operator Acknowledgement Form

Attachment A  
BUL-149909

Dear Region Superintendent, Director, Site Administrator or Designee:

By submitting this form, I agree to operate drones at District facilities or events as follows:

1. Name of Operator

2. Operator's Certification (select one)

☐ Remote Pilot Certificate  
☐ TRUST Certificate

3. Operator's Certification Number

4. Operator's Aeronautical Knowledge Recency Update Due By (**Remote Pilots Only**)

5. Operator's Cell Phone Number

6. Operator's E-Mail Address

7. Acknowledgements:

- a. I have received and will comply with the terms and conditions of the District's drone policy, federal law and regulations, state law, and any local ordinances.
- b. I will acquire authorization in advance of all drone flights by receiving approval using the District's Drone Flight Authorization Form. I will have this authorization on my person for each and every flight.
- c. I agree to download and use B4UFLY prior to requesting outdoor flights and just before each outdoor flight ([https://www.faa.gov/uas/getting\\_started/b4ufly](https://www.faa.gov/uas/getting_started/b4ufly)).
- d. I agree to have the cellphone I listed on my Drone Flight Authorization Form charged, running, and on my person at all times during flight(s).
- e. I agree to have all completed Student and Adult Publicity Authorization and Release Forms available on-hand and uploaded to: [https://docs.google.com/forms/d/e/1FAIpQLSeIOXpkEyvb6Uke-y3-FJ7CVQU8\\_gwgqr9e8JvqcQ3QxTLmg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeIOXpkEyvb6Uke-y3-FJ7CVQU8_gwgqr9e8JvqcQ3QxTLmg/viewform) for each individual that is a subject of drone Recordings.
- f. I agree to upload a copy of this completed form per Section 10 of this form, and whenever my credentials are updated.
- g. I agree to resubmit all Drone Flight Authorization Forms for pending flights that contain my expired certification date.
- h. I acknowledge that the District at its sole discretion has the authority to disallow flights or requests at any time.
- i. **Only for those that aren't District Staff or Students:** I agree to maintain, and provide the District proof of, minimum liability insurance covering all requested drone use. Minimum liability coverage shall be one-million dollars (U.S.) with a two-million dollar (U.S.) aggregate.
- j. **Only for those that aren't District Staff or Students:** As consideration for the privilege of operating a drone at District facilities or events, I agree to indemnify, defend and hold harmless the District and its Board Members, administrators, employees, agents, attorneys, and contractors against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of any drone operations, whether such loss, expense, damage or liability was proximately caused in whole or in part by my negligent or willful act or omission.

My signature below affirms that I have read and understand this form and agree to its provisions:

8. Signature of Operator

9. Date Signed

10. Please upload this completed form's pdf file at:

[https://docs.google.com/forms/d/e/1FAIpQLScBYIHMTbkE\\_I1C4\\_3jjKz7IDuBEG4B1MWp3-GAi-pWS3fdzQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScBYIHMTbkE_I1C4_3jjKz7IDuBEG4B1MWp3-GAi-pWS3fdzQ/viewform)

Dear Region Superintendent, Branch Director, Site Administrator or Designee:

I am requesting permission to operate a drone on District property or at a District sponsored event as follows:

- |                                    |  |  |
|------------------------------------|--|--|
| 1. Name of Operator                | 2. Operator's Cellphone# (must be available during flight) | 3. Operator's Certification (select one)<br>Remote Pilot Certificate<br>TRUST Certificate      |
| 4. Operator's Certification Number | 5. Operator's Certification Expiration Date                |  |
| 6. Drone Manufacturer              | 7. Drone Model   | 8. Drone Registration Number   |
|                                    |  | 9. Drone Weight (select one)<br><.55lbs (Registration Number Not Required)<br>>.55lbs & <55lbs |

10. Purpose for Flight

- |  |  |
|--|--|
| 11. Location of Flight(s) (provide school name or launch address, city, & zip) | 12. Type of Flight(s)<br>Indoor: Bldg. Name/#<br>Outdoor |
|--|--|

13. Date(s), Time(s), AND Maximum Altitude(s) of Flight(s)

14. Acknowledgements:

- I have received and will comply with the terms and conditions of the District's drone policy, federal law and regulations, state law, and any local ordinances.
- I have uploaded any related FAA Certificate(s) of Waiver(s) or Authorization(s) or Exemptions using the following link:  
<https://docs.google.com/forms/d/e/1FAIpQLSfZRo3aQ0jVZtvw-iccA9qnCLJfZpTZ1SGDeuLH0TBuUueh8g/viewform>
- As consideration for the privilege of operating a drone at District facilities or events, I agree to indemnify, defend and hold harmless the District and its Board Members, administrators, employees, agents, attorneys, and contractors against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of any drone operations, whether such loss, expense, damage or liability was proximately caused in whole or in part by my negligent or willful act or omission.
- I have uploaded all required Publicity Release Forms using the following link:  
[https://docs.google.com/forms/d/e/1FAIpQLSelOXpkEvvb6Uke-v3-FJ7CVQUs\\_8wgqr9e8JvqcQ3QxTLmg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSelOXpkEvvb6Uke-v3-FJ7CVQUs_8wgqr9e8JvqcQ3QxTLmg/viewform)
- For non-District groups or individuals:** I have uploaded a copy of my valid liability insurance coverage for the requested drone activities using the following link:  
[https://docs.google.com/forms/d/e/1FAIpQLSfADquG3OpmeHcP5d9p\\_RfaGptP4gcLZimaUuuQff8APIPXA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfADquG3OpmeHcP5d9p_RfaGptP4gcLZimaUuuQff8APIPXA/viewform)  
(Minimum liability coverage shall be one-million dollars U.S. minimum liability coverage with a two-million dollar U.S. aggregate.)

**My signature below affirms that I have read and understand this form and agree to its provisions:**

15. Signature of Operator

16. Date Signed

**Regional Superintendent, Branch Director, Site Administrator or Designee To Complete Below:**

17. Authorized Name

18. Title

19. Current Drone Operator's Acknowledgement Form on file?    Yes    No    20. Publicity Releases on file?    Yes    No    N/A

21. Authorization (select one)

22. Authorized Signature

23. Date Signed

Approved      Not Approved

24. Authorizer shall e-mail a copy of this completed form to the requesting operator and upload it to:

[https://docs.google.com/forms/d/e/1FAIpQLSfNB3IL28n05dsD4hasDQjZLbv1VfJyB\\_cGoK4vT8uEsL02IA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfNB3IL28n05dsD4hasDQjZLbv1VfJyB_cGoK4vT8uEsL02IA/viewform)

**Los Angeles Unified School District**  
**Parent/Guardian Publicity Authorization and Release**

Dear Parent/Guardian:

The Los Angeles Unified School District requests your permission to reproduce through printed, audio, visual, or electronic means educational program activities in which your pupil has participated. Your authorization will enable us to use specially prepared materials to (1) train teachers, (2) increase public awareness and promote continuation and improvement of education programs, and/or (3) highlight accomplishments of students and educational programs including but not limited to honor roll, school/District awards, and graduation/culmination, through the use of mass media, displays, brochures, websites, social media, approved blogs, and related District publications.

1. Name of Pupil (please print)

2. Birthdate (please print)

3. Name of Parent (please print)

- a. I, as a parent or guardian, of the above named pupil fully authorize and grant the Los Angeles Unified School District and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as "Recordings"), for the purposes stated or related to the above.
- b. I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil's parent or guardian.
- c. I understand and agree that the Los Angeles Unified School District and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
- d. I understand and agree that the Los Angeles Unified School District and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.
- e. I hereby release and hold harmless the Los Angeles Unified School District and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

---

**My signature shows that I have read and understand the release and I agree to accept its provisions.**

4. Signature of Parent/Guardian

5. Date Signed

6. Address (Number, Street, Apartment Number)

7. City

8. State

9. Zip Code

10. Telephone

---

**Granting of permission is voluntary. Please return completed form to school.**

---

11. Principal

12. School

**Approved as to form by the  
Office of the General Counsel.**

This form shall not be amended without  
written approval of both the Office of  
the General Counsel and the Office of  
Communications/Public Information

## **Los Angeles Unified School District Publicity Authorization and Release\***

The Los Angeles Unified School District ("LAUSD") requests your permission to reproduce through printed, audio, visual, or electronic means LAUSD activities in which you have participated in and which are related to LAUSD's mission to educate all students to their maximum potential.. Your authorization will enable LAUSD to make reasonable use of recordings of LAUSD activities in which you were involved in order to train teachers, increase public awareness, and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, and other means of communication.

### **AUTHORIZATION:**

I, the undersigned, fully authorize and irrevocably grant LAUSD and its authorized representatives the right to print, photograph, record, and edit, as desired, my image, likeness, and/or voice on audio, video, film, slide, website, or any other electronic or printed formats currently developed or which may be developed (known as "Recordings"), for the purposes stated or related above or for any other lawful purpose.

My initials below reflect that I understand and agree to the following:

\_\_\_\_\_ that use of such Recordings will be without any compensation to me.

\_\_\_\_\_ that LAUSD and/or its authorized representatives shall own exclusive right, title, and interest, including copyright and/or any other property interest, in the Recordings.

\_\_\_\_\_ that LAUSD and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.

By signing below, I hereby release and hold harmless and forever discharge LAUSD and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, which relate to or arise out of any use of the Recordings as specified above and to which this authorization pertains.

By signing below I acknowledge that I have read and understand this Publicity Authorization and Release and I agree to its provisions.

<b>Name (Please Print)</b>		<b>Telephone</b>
<b>Address</b>	<b>City</b>	<b>Zip Code</b>
<b>Signature</b>		<b>Date Signed</b>

**\* This form for use by adults only (persons 18 years of age or older). For students 17 years of age or younger, the appropriate form is the "Los Angeles Unified School District Parent/Guardian Publicity Authorization and Release"**

## LAUSD Minimum Safety Requirements for Drones Weighing Less Than 55 Pounds Flown Indoors

### INDOOR FLIGHT REQUIREMENTS:

- All flight activities must be authorized per District policy.
- Only drones weighing LESS than 55 lbs. may be operated on school property.
  - Weight includes the drone and all attachments.
- All flight activities involving students shall be supervised by a responsible adult who shall ensure safety and order during flight activities including:
  - Drones do not operate over non-participants who are not under a covered structure or in a stationary covered vehicle.
  - Ensuring that the small unmanned aircraft will pose no undue hazard to other aircraft, people, or property in the event of a loss of control of the aircraft for any reason.
  - Drones are not operated in a careless or reckless manner that may endanger the life or property of another.
  - Immediately and safely terminate drone flights not complying with these requirements.
- The responsible adult (or the Remote Pilot In Command (RPIC) where students are not involved) shall establish a SAFE ZONE. A SAFE ZONE is defined as an established area sufficient for safe flight operations that is effectively separated from spectators and other bystanders that are not directly involved with the flight operations.
  - The SAFE ZONE borders must be visibly marked and extend at least two feet beyond the area where actual flying occurs.
  - Everyone within the SAFE ZONE must wear protective eyewear during all flight activities.
- Only flights within the visual line of sight (VLOS) of the pilot are permitted. VLOS means the ability to see the drone throughout the entire flight, without the aid of any device other than corrective lenses.
- The drone shall be commercially manufactured or built as a part of an approved LA Unified instructional program.
  - Home-made drones are strictly prohibited.
  - All drones shall use frequencies approved by the FCC for both the drone and its wireless video system (if so equipped).
  - All manufacturer's requirements and recommendations shall be strictly observed.
- The drone shall be in functional operating condition and be verified **before each flight**.
- District privacy policies and state/federal laws must be followed if photographs or video is taken.
- Multiple drones may be flown at the same time provided the following occurs:
  - Each drone is controlled by a separate pilot.
  - There is no signal interference causing limited or loss of control of the drone(s).
  - Flight, safety, and spectator SAFE ZONES are established and enforced.

## LAUSD Minimum Safety Requirements for Drones Weighing Less Than 55 Pounds Flown Indoors

### BEST PRACTICES FOR FLYING DRONES LESS THAN 55 POUNDS:

#### Battery Informative:

All lithium battery vendors warn customers of fire danger and recommend extreme caution in their use.

#### Best Practices:

- Batteries
  - Always use a fully charged battery.
  - Have a charging station and spare batteries nearby.
  - Charge in a protected area that is devoid of combustibles.
  - Never plug in a battery and leave it to charge unattended; serious fires may result.
  - After a flight, the battery's temperature is high. An intelligent flight battery has a sensor that prevents the battery from being charged when it is too hot.
  - It is strongly recommended that you use charging systems that monitor, control, and balance the charge state of each cell in the pack. If the batteries show any sign of swelling, discontinue charging, and move students to a safe place—outside.
  - Remove the battery from the drone after each use.
  - In the event of battery damage, carefully move the battery pack to a safe place for at least a half hour to observe. After sufficient time to ensure safety, the cells should be discarded in accordance with the instructions that come with the batteries. Never attempt to charge a damaged cell.
  - Always use chargers designed for the specific purpose; it is preferable to have a fixed setting for your particular pack. Many fires occur while using selectable/adjustable chargers that are improperly set. Never attempt to charge lithium cells with a charger that is not specifically designed for lithium cells! Always use chargers that are specifically designed for the batteries.
  - Spent batteries shall not be disposed of in the trash. Batteries should be disposed of in accordance with Reference Guide 4149 *Disposal Procedures for Hazardous Waste and Universal Waste*.
- Propellers and Guards
  - Loose or broken propellers/guards can cause injury.
    - Check the propeller and spinner for tightness before each operation.
    - Cracked, nicked, or unbalanced propellers or rotor blades should be replaced and not reused.
  - Do not stop engines by throwing any objects in the propeller.
  - Stay clear of the propeller arc while starting or running any engine or motor.
  - If so equipped, remove the propellers after flight so it does not become damaged.
- Switch **on** the controller **before** the power on the aircraft to ensure control of aircraft.
- Switch **off** the power on the aircraft **before** the controller to ensure control of aircraft.
- Store the aircraft in a dry, cool, non-magnetic environment whenever possible.



**Certificate of Operation (COA) Application Processing System (CAPS) Access Request Form**

The Certificate of Waiver or Authorization (COA) Application Processing System (CAPS) is a web application developed in support of the Federal Aviation Administration (FAA) Modernization and Reform Act of 2012 (FMRA), PL 112-95, § 333 & 334. The FMRA directs the FAA to safely integrate Unmanned Aircraft Systems (UASs) into the National Airspace System (NAS). CAPS provides an interactive on-line application process to request a COA for a specific flight operation, or a blanket COA, which permits nationwide flights under standard restrictions.

In order to gain access to CAPS and complete a COA, please complete this form and submit in accordance with the instructions provided at <https://caps.faa.gov>.

If you are not sure about which type of waiver or authorization is needed for your UAS operation, please visit [www.faa.gov/uas](http://www.faa.gov/uas).

**Section 1: Proponent Information**

Date	Name		
Public/Civil Entity			
Telephone		Email	
Is requester a contractor for a public entity?      Yes      No      If Yes, proceed to Section 2. If No, proceed to Section 3.			

**Section 2: Contractor Requests**

Contractors must submit this form along with a signed letter from the authorizing agency for public requests.

**Example #1:** This letter is to authorize (Contractor Name), of (Company Name), (Company Address), on-line access to the (Public/Civil Entity) COA documents and process.

**Example #2:** This letter is to authorize (Contractor Name), of (Company Name), (Company Address), on-line access to the (Public/Civil Entity) COA documents, process, and to serve as the primary point of contact in all COA matters.

**Section 3: Permissions**

I am requesting the ability to draft, update, and commit COAs on behalf of the (Public/Civil Entity) listed above. I will be applying for the following COA type (select all that apply):      Civil      Public - non DOD      DOD

**Section 4: UAS Operation(s)****Area of Responsibility (AOR)**

Please indicate the county and state where the UAS will operate.

**Provide us with a reason why you are using a UAS.**

**Example #1:** I will submit COA applications for the (Name of University) which is developing a UAS program to address law enforcement and emergency response applications.

**Example #2:** I am a UAS operator and the UAS Tier 1 Projects Officer for Marine Corps Systems Command and will be conducting flight demonstrations for VIP visitors. (SES and Flag officers). I will need to establish an account in order to create COA requests.

**Example #3:** I will submit COA applications for the (Name of University) which is developing a UAS program for the purpose of research and development. Initially research efforts will focus on agricultural applications but eventually will move into other areas of UAS technology development and applications.

**Example #4:** I just started working UAS Airspace issues for the Air Force Special Operations Command. I will need to establish an account in order to create COA requests.

**PRIVACY ACT STATEMENT:** This statement is provided pursuant to the Privacy Act of 1974, 5 USC § 552a. The authority for collecting personally identifiable information (PII) through the COA Application Processing System (CAPS) website is contained in 14 CFR Part 107 which permit small UAS operators to apply for certificates of waiver to allow a small UAS operator to deviate from certain provisions of 14 CFR part 107 if the Administrator finds the operator can conduct safely the proposed operation under the terms of a certificate of waiver. In addition, it permits operators to request authorizations to enter controlled airspace (Class B, Class C, or Class D airspace, as well as the lateral boundaries of the surface area of Class E airspace designated for an airport). The principal purpose for which information collected is intended to be used is to complete the COA process and receive a response. Failure to provide the required information will prevent the FAA from granting a certificate of waiver or authorization which is required by 14 CFR part 107 to be completed prior to operation of the small UAS. The information collected to complete the COA process and issue the unique identifier is included in a Privacy Act System of Records known as DOT/FAA 854, titled "Requests for Waivers and Authorizations Under 14 CFR Part 107 – 81 FR 50789 – August 2, 2016." Records from this system of records may be disclosed in accordance with the routine uses that appear in Department of Transportation (DOT)/FAA 854, available at <https://www.transportation.gov/individuals/privacy/privacy-act-system-records-notice>.



## Technology Review Request Form

*This form is a required part of the procurement process when a school/division/department requests to purchase a technology solution. Please complete and submit your request on this form via email at [ITS-ReviewRequests@lausd.net](mailto:ITS-ReviewRequests@lausd.net).*

### School/Division/Department:

Submission Date:		School/Division/Department Name:	
Division Head:		Title:	
Requester:		Email:	

### Technology Proposed

Select the type of services/software/hardware product. Check all that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Equipment that uses a digital interface, software, or system to store, manage, control, manipulate or retrieve information. | <input type="checkbox"/> Professional services for application developers, web developers, technical support, helpdesk, troubleshooting, graphics designer, etc. |
| <input type="checkbox"/> Equipment that connects to internal or external networks (i.e., Internet of Things, etc.)                                   | <input type="checkbox"/> Software (i.e., Cloud-based, desktop, subscription, perpetual, custom-developed, etc.)  |
| <input type="checkbox"/> Communications products (i.e., VoIP phones, radios, base stations, PA systems, etc.)  | <input type="checkbox"/> Domain name purchases (i.e. .com, .org, .NET website addresses)   |
| <input type="checkbox"/> Security systems (i.e., security cameras, alarms, etc.)   | <input type="checkbox"/> Other, please describe: _____   |

1. Provide proposed vendor name, product make/model number and estimated funding source:

2. Is this product a one-time purchase or will this be a recurring expense? Please explain:

3. Describe the product and how you or your school/division/department will use this product?

4. Are you currently working with someone from Information Technology Services? If yes, who:

5. When is this product needed? Please provide an estimated timeline:

6. Who will be the primary user/beneficiary of the product? Please list the number of users below:

Students: Teachers: Staff: Parents:



## Technology Review Request Form

7. Will any equipment be provided by the vendor? If so will it be connected to the District's network? Please explain:

8. Is this product offered in the cloud, on premise, or both?

9. Will any non-public data (credit card or other financial information, personally identifiable information, student information or health records) be stored within the product? If yes, what type of data? Please explain:

10. Will any non-public data be transmitted by the product or the vendor? Please explain:

11. If any non-public data is stored, how long will it be stored, how is it stored, how is it backed up and who will access the data? Please explain:

12. Will this product be integrated with any current LAUSD systems and either send or receive data? Please explain:

13. How will the data be transferred and secured? (i.e., email, website, ftp, etc.) Please explain:

14. Will this product require a username and password to log in? Does this include SSO integration? Please explain:

15. How will user access be granted and revoked? Please explain:

16. Will the vendor have technical staff or other representatives located onsite? If yes, please provide a description of required professional services (i.e., implementation, customization, consulting, training, etc.) Please explain:

17. What type of training and support, both initial and ongoing, is provided? Please explain:



## Technology Review Request Form

INTERNAL USE BY ITS ONLY

### Technology Reviewer

				ITS Approval	
Date:	_____	Infrastructure:	_____	Signature:	_____
Date:	_____	Applications:	_____	Signature:	_____
Date:	_____	IT Security:	_____	Signature:	_____
Date:	_____	Project Management:	_____	Signature:	_____
Date:	_____	Others(s):	_____	Signature:	_____

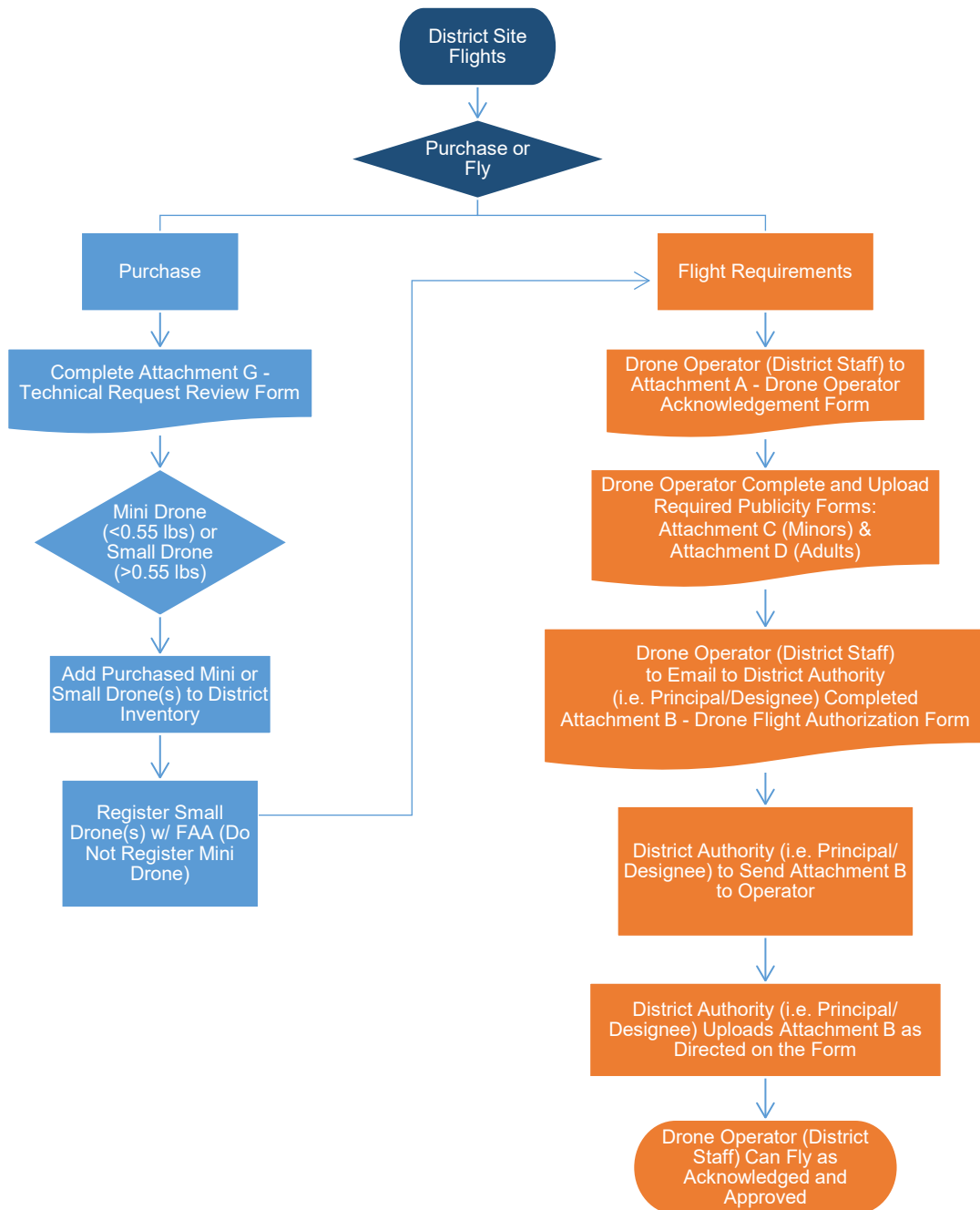
*If approved, please identify which, if any, additional Procurement documents should be considered in the agreement.*

Data Use Agreement:	_____
IT Professional Services contract Template:	_____
IT Master Services Agreement Template:	_____
Other IT Template:	_____

Additional comments:

Infrastructure:	
Applications:	
IT Security:	
Project Management:	
Others(s):	

LAUSD Site Drone Policy  
Process Flowchart



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LAUSD Third-Party Drone Policy  
Process Flowchart

