

Toronto District School Board

Operational Procedure PR744

Title: **MINI DRONE USE**

Adopted: May 14, 2024

Effectuated: June 19, 2024

Revised: N/A

Reviewed: N/A

Authorization: Executive Council

1. RATIONALE

The Mini Drone Use Procedure (the “Procedure”) was developed to support school and student learning, safety, privacy and risk management requirements of the TDSB and to ensure compliance with Transport Canada rules and regulations.

This Procedure supports implementation of the Enterprise Risk Management Policy (P101), Purchasing Policy (P017) and Caring and Safe Schools Policy (P051).

2. OBJECTIVE

- To outline the requirements for procurement, safe use and accountability of Mini Drone use on Board Property.

3. DEFINITIONS

Board refers to the Toronto District School Board, which is also referred to as the “TDSB.”

Board Property refers to any TDSB land, premises, location or thing at, upon, in or near which a student learns or an employee works.

Drone refers to drones that weigh more than 250 grams in total. Drones require registration and/or a pilot licence under Transport Canada rules and regulations and are not covered under this Procedure.

Mini Drone refers to micro drones that weigh less than 250 grams in total. The maximum take-off weight of a Mini Drone includes batteries, or anything attached to it, including communications equipment, sensors, cameras, and lights. Mini Drones do not require registration and/or a pilot licence under Transport Canada rules and regulations and are covered under this Procedure.

TDSB refers to the Toronto District School Board, which is also referred to as the "Board."

4. RESPONSIBILITY

Associate Director, Learning Transformation and Equity

5. APPLICATION AND SCOPE

This Procedure applies to TDSB staff and also covers students, volunteers, educational partners, and school councils who use Mini Drones for educational purposes on Board property.

This Procedure applies to Mini Drones only (see section 3.0 above) and does not apply to Drones.

6. PROCEDURES

6.1. General

- 6.1.1. Mini Drones, as defined in section 3.0, are only allowed on Board property when used for teaching and learning purposes, and when approved by the Principal and operated under the direction and supervision of the Principal or their designate (e.g., Vice-Principal, school teacher).
- 6.1.2. Mini Drones may be flown on and above TDSB property. Use is prohibited on or above any adjacent property to a TDSB school/building. Privacy considerations outlined in section 6.6. must be respected at all times.
- 6.1.3. Notwithstanding section 6.1.2, use of a Mini Drone outside of TDSB property may be permitted as part of TDSB authorized excursions and sporting events with formal authorization from the property owner. The intended use must still be related to teaching and learning purposes. Any restrictions on operation are to be recorded in the Excursion Management Application (EMA). Mini Drones are prohibited in city parks by the Toronto Municipal Code.
- 6.1.4. Community Use of School permit holders are not allowed to use Mini Drones during their permit use.
- 6.1.5. Use of Mini Drones must be operated in a manner consistent with and not in contravention of the TDSB's Caring and Safe Schools Policy (P051).

6.2. Purchasing

- 6.2.1. Mini Drones (including parts and accessories when designing and developing Mini Drones) will be purchased using TDSB-approved

procurement processes and in accordance with the TDSB's Purchasing Policy (P017) and related procedures.

6.3. Safety and Accountability

- 6.3.1. All users of Mini Drones must fly Mini Drones safely and not put persons, property or aircraft in danger.
- 6.3.2. Users of Mini Drones are required to comply with federal, provincial and municipal rules, including TDSB privacy and trespassing requirements outlined in applicable policies and procedures.
- 6.3.3. Mini Drones must be:
- Used in accordance with [Transport Canada Guidelines](#);
 - Maintained at a level below 400 feet (122 metres) in the air (approximately the height of a 30-storey building);
 - Kept within the operator's direct line of sight at all times;
 - Kept away from restricted sites including:
 - Emergency sites (e.g., areas where police or first responders are on site, traffic accidents)
 - Natural disasters (e.g., forest fires, floods)
 - Airports, airfields, restricted airspace or military facilities
 - Hospital helipads
 - Any other area where flying a Mini drone could endanger people or critical infrastructure, including City lands, roadways and sidewalks
 - Advertised events (e.g., outdoor concerts, festival, market or sporting events);
 - Flown with caution when operating in built-up city centres, close to powerlines, utilities, communication towers or other any other infrastructure; and,
 - Inspected before each flight session
- 6.3.4. If operating a Mini Drone in outdoor environments on TDSB property, use [this map](http://nrc.canada.ca/en/uav-site-selection) (nrc.canada.ca/en/uav-site-selection) to find a safe site to fly your drone.
- 6.3.5. If operating a Mini Drone in indoor environments, the following minimum requirements apply:
- Comply with the user/operator's manual;
 - Only operate in wide open spaces with high ceilings (e.g., gymnasium or equally large space);
 - Minimum 1 metre away from all obstacles/surfaces
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- Minimum 5 metres away from other people
- Install rotor guards on the Mini Drone

6.3.6. Mini Drones are not to be flown in classrooms.

6.4. Education and Training

6.4.1. TDSB staff will inform students about the contents of this Procedure and include training exercises when using Mini Drones for teaching and learning purposes.

6.4.2. Transport Canada's "[Know Before You Go!](#)" posters should be posted in TDSB school classrooms, staff rooms and other learning spaces, including school lobbies, where instruction and learning of Mini Drones takes place or Mini Drone clubs meet and competition planning take place.

6.5. Incident Reporting and Damage

6.5.1. All incidents involving injury, property damage and/or privacy breaches must be reported using the TDSB's online incident reporting form.

6.5.2. The school or department is responsible for any loss or damage to TDSB-owned Mini Drones and/or property resulting from the operation of the Mini Drone.

6.5.3. TDSB is not responsible for any loss or damage to non-TDSB owned Mini Drones.

6.6. Privacy

6.6.1. Mini Drones must not be used for surveillance purposes.

6.6.2. Mini Drones with cameras or any other video and audio recording capabilities, which may collect personal information, such as photos and videos, must comply with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), Freedom of Information and Protection of Privacy Policy (P094), Freedom of Information and Protection of Privacy Procedure (PR676), Privacy Breach Procedure (PR736), Records and Information Management (P097), Records and Information Management Procedure (PR677), Video Surveillance Procedure (PR694) and other applicable privacy laws and regulations regarding the collection, use, retention and/or disclosure of personal information.

6.6.2. MFIPPA principles should be adopted into all aspects of the Mini Drone use and operations in circumstances where personal information may be collected, used, disclosed, retained, transferred and/or disposed.

- 6.6.3. Privacy intrusion from Mini Drones should be minimized. Mini Drone equipment should be restricted so that it cannot be adjusted or manipulated by anyone to overlook spaces that are not intended to be covered by the Mini Drone activity or program. Mini Drone equipment should not be used to monitor the inside of areas where the public and individuals have a higher expectation of privacy (e.g., private properties and buildings).

7. EVALUATION

This Procedure will be reviewed as required, but at a minimum every five (5) years after the effective date.

8. APPENDICES

- Appendix A – Transport Canada - Know Before You Go [Poster](#)

9. REFERENCE DOCUMENTS

Policies:

- Caring and Safe Schools (P051)
- Enterprise Risk Management (P101)
- Freedom of Information and Protection of Privacy (P094)
- Purchasing (P017)
- Records and Information Management (P097)

Procedures:

- Freedom of Information and Protection of Privacy (PR676)
- Privacy Breach (PR736)
- Records and Information Management (PR677)
- Video Surveillance (PR694)

Legislative Acts and Regulations:

- *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA)
- Transport Canada Regulations and Mini Drone Guidelines: [Flying Your Drone Safely and Legally](#)

KNOW BEFORE YOU GO!

DRONES LESS THAN 250 G

DRONES THAT WEIGH **LESS THAN 250 GRAMS** ARE ALSO KNOWN AS **MICRODRONES**.

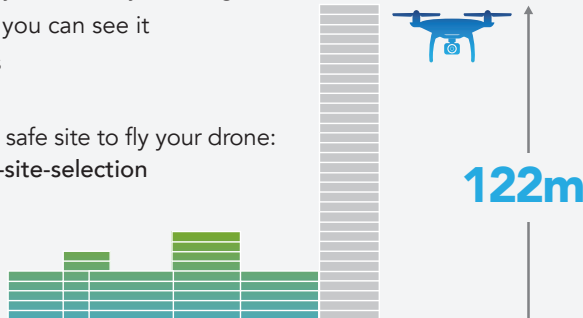
IF YOU FLY A **MICRODRONE**, YOU **MUST**:

- Fly safely—don't put people or other aircraft in danger
- Avoid emergency sites and restricted airspace (forest fires, first responder perimeters)
 - Follow provincial, territorial or municipal rules that may also **apply**, including rules about privacy and trespassing: canada.ca/safe-legal-drones



YOU **SHOULD**:

- Keep your drone below 122 metres (400 feet) in the air—approximately a 30-storey building
- Keep your drone where you can see it
- Avoid advertised events
- Avoid airports
 - > Use this map to find a safe site to fly your drone: nrc.canada.ca/en/uav-site-selection



YOU **DON'T** NEED TO:

- Register your drone
- Get a drone pilot certificate



MAXIMUM TAKE-OFF WEIGHT

If the take-off weight of your drone is 250 g or more, it isn't a microdrone. You must register it and get a drone pilot certificate.

The maximum take-off weight of your drone includes batteries or anything you attach to it, like:

- communications equipment
- sensors
- cameras
- lights



250g+

IF YOU BREAK THE RULES, YOU COULD BE FINED **\$1,000 (FOR AN INDIVIDUAL)** OR **\$5,000 (FOR A CORPORATION)**

Canada.ca/drone-safety



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