

10. Operators must ensure secure data storage and transfer. This should include:
 - a) Using a standalone computer to connect to the UAS or removable storage device.
 - b) Verifying a firewall is configured on the computer or mobile device.
 - c) Following SHSU Data Classification, Digital Encryption, and Media Sanitization IT Policies
11. Authorized UAS operators will receive an approval form from EH&S and must visibly display the approval form when operating a UAS on campus. Further, all UAS operators will be required to keep and maintain a flight log ready for inspection by members of the UAS Advisory Committee upon request. All uses of UAS must comply with the following Prohibited Uses:

Prohibited Uses

Each prohibited use applies equally to employees, students, and third parties.

1. UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with the law and accepted social norms. These areas include, but are not limited to, restrooms, locker rooms, individual residential rooms, residential hallways or lounges, changing or dressing rooms, health treatment rooms, or other areas as determined by University administration.
2. UAS shall not be used to monitor or record confidential, sensitive, or personal information which may be found, for example, on an individual's workspace, on computers or on other electronic displays.
3. UAS shall not be weaponized, carry flammable materials or explosives, or used in a manner that purposefully compromises the safety and security of individuals and/or property.
4. Model, Nano, and Hobbyist aircraft are prohibited on SHSU property.

Exceptions

1. UAS operated under declaration of federal, state, or University emergency may be exempt from these guidelines.
2. Appeals may be submitted to the UAS Advisory Committee.
3. Under FAA guidelines, Temporary Flight Restrictions (TFR) may apply and must be followed.

Purchasing Codes

1. UAS and related expenses must be coded as follows and should be made on a Purchase Requisition through BearKat Buy. All UAS are required to be tagged and tracked through the SHSU Property office.
 - a) Drone Maintenance and Repair: 726300
 - b) Drone Purchase \$0 - \$4,999: 736401

- c) Drone Purchase \$5,000 or greater: 737000
- 2. Purchases of UAS or related components are not allowable purchases on the PCard, without prior written