



# **MARINE SOCIETY COLLEGE STAYING SAFE IN THE DIGITAL WORLD POLICY ADVICE FOR SEAFARERS**

**2017 - 2018**

## Staying safe and being responsible in the digital world – advice for seafarers 2017-18

Marine Society College recognises the benefits and opportunities which new technologies offer to all our learners and staff. We encourage the use of technology not only to enhance learners' learning experience but also to promote skills and achievement. However, the accessible and global nature of the internet and associated technologies means that we are also aware of the potential risks faced and challenges involved.

Our approach is to support learners to manage any potential risks and to deal with these risks independently. In addition, we will do all that we can to ensure that all of our learners and staff stay e-safe within our duty of care responsibility.

### Electronic communications

There is a wealth of technologies now available to enhance communication with one another. Electronic communication includes:

- Internet collaboration tools: social networking sites and blogs
- Internet research: websites, search engines and web browsers
- Mobile phones and personal digital assistants (PDAs)
- Internet communications: email and instant messaging
- Webcams and video conferencing.

### What are the dangers?

- Malicious content which infects your computer and corrupts your data
- Scams which try to steal your personal details to use for illegal activities
- Attempts to steal your money by persuading you to reveal passwords for your bank accounts
- Sharing personal details with people you do not know leading to identity theft
- Inappropriate contact with strangers
- Access to illegal or inappropriate materials
- Potential or actual incidents of grooming – including attempts to radicalise others
- Cyber bullying
- Fraud
- Plagiarism

### Your responsibility:

- Consider what **content** you post and share – is it legal? Is it offensive?
- Do you know the people you **contact**? Can you trust them?
- Your **conduct** – do not post anything offensive or likely to cause distress or jeopardise your own position or career
- Protect yourself from scams – is it a trusted site? Does an e-mail look suspicious?
- Never disclose your personal details online unless sure of recipient's identity
- Report any incident of abuse or bullying
- Avoid posting on social media or sharing photographs/personal information when under the influence of alcohol
- If you receive an offer that is too good to be true it is too good to be true - so do not fall for the scams!

### Some tips for staying e-safe – be SMART

- Be **Safe** by not divulging personal details to an unknown or unsolicited request

- Don't **M**et someone you have never met before on your own
- Don't **A**ccept unsolicited online requests, e-mails or files
- Make sure the sites you use and information received is **R**eliable
- Do **T**ell if something is troubling you or you are experiencing online bullying

If you experience anything that makes you feel uncomfortable, fearful, anxious or worried report it to your supervising officer, your tutor or a member of Marine Society staff.

### **Incidents and Reporting**

All e-safety abuses must be reported. Where an e-safety matter is reported, the matter will be dealt with very seriously. The college will act immediately to prevent, as far as is reasonably possible, any harm or further harm occurring. If a learner wishes to report an incident, they can do so to their supervising officer, their tutor or to a member of the Marine Society team.

Following any reported incident a full investigation will be carried out by the appropriate body and a decision made on the most appropriate course of action. External agencies may be contacted or the matter resolved internally depending on the seriousness of the incident. Serious incidents will be dealt with by senior management, in consultation with appropriate external agencies.

### **For further information**

<http://www.getsafeonline.org>  
<http://www.thinkuknow.co.uk/>  
<http://cybermentors.org.uk/>

**Last updated August 2017**