

Guidance for Brunel Students on Online Safety

As we live more and more of our lives online such as for teaching and learning, studying, socialising and shopping, the University is committed to providing an inclusive, safe and respectful digital environment. This means that students should be able to study, reach their full potential and have a positive student experience free from online harassment, intimidation, and threatening or violent behaviour.

All students are expected to take responsibility for their attitudes and behaviours online.

How to keep safe and well online

It is important that everyone at Brunel considers how to keep safe online at all times both academically and socially. All students should think carefully about what information they share, protect their personal details and manage their privacy settings appropriately. The following are helpful tips:

- Think about who will see what you share – only share views, opinions and experiences that you are comfortable with others knowing
- Check your privacy settings – make sure they are appropriately managed
- Do not share information, photos or descriptions of sexually explicit or pornographic content
- Do not share any personal information or photos of young people under the age of 18 or vulnerable adults.
- If someone finds that they have been associated with inappropriate material online they should seek to get help as soon as possible either from the University or external agencies and to consider reporting the incident
- If you come across something that upsets or distresses you, stop looking at it straight away. You might even want to turn off your device and take a break. Some people find that using a distraction technique also helps, such as focusing on your breathing, watching TV or chatting to a friend
- Protect your personal details. What you share online can affect both your privacy and the privacy of others, so it's important to think carefully about what you post. You should avoid posting your personal details online such as your address or telephone number. Remember that photos or online check-ins for an event can also give away personal information, not just written posts
- Avoid spending too much time online – take regular breaks, assert your needs and boundaries and if you're feeling overwhelmed by too information in lots of different formats, talk to a friend.

Seeking help or support

You are encouraged to seek help if you have concerns about someone's online behaviour or are worried about keeping safe. We suggest you do this as soon as possible so that you can stop any issues escalating.

You can talk to:

- a personal tutor, a lecturer or another member of staff such as a Taught Programmes Office administrator in your College
- the Student Support and Welfare Team either face to face by visiting the Student Centre or via internal phone 67045 or email studentsupport@brunel.ac.uk
- use the Report and Support Portal to report online harassment - you can disclose your personal details or make an anonymous report - www.reportandsupport.brunel.ac.uk/
- the Advice & Representation Centre (ARC) - <https://brunelstudents.com/advice/getadvice/>
- the Union of Brunel Students (UBS) - <https://brunelstudents.com/>
- anyone else whom you feel comfortable with.

For more information, see the *Online Harassment Policy* – please insert link.