



ATA Code of Conduct Supplement – On-line members

In addition to following the ATA Code of Conduct, ATA Members that carry out on-line tutoring shall be further subject to the following:

The listing of details in regards to tutor qualifications and experience

S1.1 ATA members shall list the minimum qualifications that all tutors have. This includes for example a university degree in the area they are teaching and their relevant teaching experience.

The words 'available upon request' are not acceptable for ATA members

S1.2 ATA members who offer on-line support to clients shall clearly explain the type of support they offer and the terms and manner in which communication will take place.

S1.3 ATA members who offer on-line support must disclose the location of the tutors as well as their knowledge of the local/Australian curriculum.

Plagiarism

S2 All ATA member websites must declare that they shall NEVER engage in plagiarism. This includes that they must declare that they will NOT do student's assignments or any other academic work for the student.

Child protection

S3.1 ATA members that provide on-line service to clients are required to explain and their child protection policy.

S3.2 For any text-based on-line tutoring a record detailing the contents of each communication must be kept and made available to parents regularly and also anytime upon request.

For any video and/or audio-based on-line tutoring and live streamed sessions the tutor must ensure that parents/guardians are aware of the type of interaction the child is having with the tutor on the computer, tablet, mobile or other device being used by the student. It is a further requirement the provider to be able to ensure, through software or human means, that all interactions are appropriate, safe and secure. This may take the form of the parent/responsible adult being present or within hearing range during the tutoring and being free to observe, and be present for, each session.

Definitions:

Text-based includes any material or communication of a textual nature including the use of instant messaging, emoticons and other symbolic representations of communications that are simultaneously used during tutoring or used separately from the audio/video tutoring