

Online Tutoring Code of Conduct

This code of conduct was updated on **1st September 2023**.

Miss West Maths Tutoring

Private In-Person and Online
Tutoring for KS3, GCSE & A Level
Students

Based in West Oxfordshire

For the purposes of this code of conduct a participant is defined as anyone participating in an online lesson via Skype or Teams and includes the Tutor, the Student and anyone joining the Student during that lesson.

During online lessons the Tutor, the Student and their Parent(s) or Carer(s) have a responsibility to maintain strict, professional online etiquette by adhering to the following:

- At the start of the lesson the Tutor will check with the Student that they are ready using the conversation window and then the Tutor will initiate the online call.
- Participants must wear appropriate clothing during online lessons.
- Participants must not have any items visible in the background on webcam or camera that are highly personal (underwear, particular toiletries etc.) or that could be viewed as rude, offensive or sexual.
- When the Student is participating in an online lesson, it is the responsibility of the Parent(s) or Carer(s) of the Student to ensure that the Student's location during the call is appropriate. This location should not be in any bathroom and ideally not in a particularly private or secluded area of the home/premises. Where possible, any location that is noisy or potentially distracting (e.g. a busy family kitchen) should be avoided. It is not necessary for the Student to be alone in the location during the call; the Parent(s), Carer(s) or other household members are welcome to supervise the Student and be present in the background/same room throughout the lesson. Furthermore, the Parent(s) and Carer(s) may wish to consider and discuss with the Student their preferences in regards to matters such as a bedroom being used as the call location and whether or not the door to the location should remain open or closed etc.
- Participants should respect others in their household and avoid them being visible or heard during the lesson without their knowledge or consent.
- Participants must have microphones and audio call options switched on. Although preferable, the Student does not have to be visible on the screen during the lesson and may disable their device camera during a lesson if they prefer. The Tutor will be visible on camera but may at times decide to disable it to enhance the screen sharing experience.
- No material or images of an inappropriate nature should be shared or sent within or outside a lesson, or visible during screen sharing.
- No screenshots, videos or images of any participants should be taken unless for educational purposes within the lesson, in which case the participant must be aware of the recording, the reasons for it and have given consent.
- No personal data, contact details, written text, educational materials or documents shared online by Miss West Maths Tutoring or an Associate Tutor should be distributed on any online platform or to anyone outside of the tutoring relationship by the Student or a member of their family.
- No participant should share the online (or other) contact details (Skype or Teams username etc.) of another participant with anyone outside of the tutoring relationship.
- Miss West Maths Tutoring will only provide and use a professional work email address for Skype, Teams or other communication platforms and not any personal email address.
- The Tutor must adhere to the Tutor Code of Conduct for both online and in-person lessons.
- The Tutor's device must have web browsing filters turned on to block any inappropriate websites, pop-ups, or content.

- Any participant of an online lesson using a device that is not a smart phone must have some form of security or antivirus software installed on that device.
- In the event that technical issues during a lesson mean that continuing the lesson on Skype or Teams is no longer feasible, video calling via the Instagram account @misswestmathstutoring can be used as an alternative with permission from the Parent(s) or Carer(s).
- Any participant has the right to end an online call or online lesson immediately if they feel the other participant(s) is or are not adhering to this code of conduct.

This code of conduct came into force on **30th March 2020**.

Miss West Maths Tutoring is committed to formally reviewing this policy statement annually or in line with Governmental guidance.

This code of conduct and its accompanying procedures were reviewed and updated on **1st Sept 2023**.

Signed: 

Date: 01/09/2023