ATA Code of Conduct Supplement – On-line practice
澳大利亚辅导协会（ATA) 行为准则补充条款-从事在线辅导的会员

In addition to following the ATA Code of Conduct, ATA Members who carry out on-line tutoring shall be further subject to the following:
除遵守 ATA 行为准则外，从事在线辅导的 ATA 会员还需遵守以下规定：

Definitions

定义

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

书面材料，是指包括文字性质的任何材料或通信的内容。包含在线辅导期间与音频/视频同时使用的或分开使用的即时消息、表情符号和其他通信符号等。

Qualifications, supervision, materials, recordings, clients support and disclosures

资质、监督、材料、录制、客户支持和信息披露

S1.1 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

会员应列出所有辅导员所具备的最低资质。例如，包括辅导老师教学领域的大学学位以及相关的教学经验。对于 ATA 成员来说，“可根据要求提供”这一表述是不被接受的。

S1.2 Members should disclose the online tutoring application that they will be using for the purposes of tutoring and the application(s) they will use for the purposes of communication. Members should provide assistance to clients in onboarding with such applications.
会员应公开他们将用于辅导的在线辅导应用软件以及将用于沟通的应用软件。会员应为客户提供此类应用软件的指导支持。

S1.3 Members shall ensure that the responsible supervising adult and the student have shared access to the student account
会员应确保负责监督的成年人和学生可以共享学生帐户的访问权限。

S1.4 Members shall ensure that reasonable access to lesson programs, resources for lessons, and other resources used in tutoring sessions are available to the responsible supervising adult and student prior to the lesson being held.
会员应确保在课程开始前，负责监护的成年人和学生能够合理获取课程计划、课程资源以及辅导课程中使用的其他材料。

S1.5 Members must notify clients that online lessons may be recorded and that recordings will be made consistent with privacy and child safety principles.
会员必须通知客户，在线课程可能会被录制，并且录制内容将符合隐私和儿童安全原则要求。

S1.6 Members shall ensure that a record of classes is kept for the term of the contract for revision and child protection purposes. Additionally, these records should be kept for a minimum of 30 days after the end of the contract.
会员应确保在合同期内保存课程记录，以便于复习和用于儿童保护目的。此外，这些记录应在合同结束后至少保存 30 天。

S1.7 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.
向客户提供在线支持的会员应明确解释他们提供的支持类型以及沟通的条款和方式。

S1.8 Members who offer on-line support must disclose the location of the tutors as well, their knowledge of the local/Australian curriculum and their child protection credentials
提供在线支持的会员还必须公布导师所在的位置、他们对本地/澳大利亚课程的了解程度以及其儿童保护资质。

Plagiarism
抄袭
S2 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.
会员的网站必须声明其绝不从事抄袭行为。这包括声明不会代替学生完成作业或者其他学术工作。

Child protection

儿童保护

S3.1 Members who provide on-line service to clients are required to explain their Child Protection Policy.
向客户提供在线服务的会员必须解释其儿童保护政策。

S3.2 Members must upload their Child Protection Policy to their website so that it is easily publicly accessible.
会员必须将其儿童保护政策上传到网站，以便公众能够轻松访问。

S3.3 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.
对于任何文字性的在线辅导，必须保存详细记录，说明每次沟通内容，并定期提供给家长，家长也可根据要求随时查阅。

It is a further requirement the Member ensures, through software and/or human means, that all interactions are appropriate, safe, and secure. This may take the form of the responsible supervising adult being present or within hearing range during the tutoring and being free to observe, and be present for, each session.

会员还必须确保，通过软件和/或人工方式的辅导，所有互动都是适当、安全和受保护的。这可以采取以下形式：负责监督的成年人在辅导期间在场或者处于可听范围内，并能够自由观察并参与每一节课程。