



VIRALTEACH CODE OF CONDUCT

1) OVERVIEW

All tutors associated with and volunteering within the ViralTeach program are to abide by the Code of Conduct under all circumstances.

2) PROTOCOL

All tutoring interactions must follow the same course of action:

- 1) Tutors must respond promptly to the initial email of students seeking their help, and must include information on whether or not they are available for an initial meeting.
 - 2) Initial Meetings and all meetings held thereafter must occur on Zoom unless otherwise permitted. The tutor is expected to make and maintain a free Zoom account to host such meetings.
 - 3) During the Initial Meeting the tutor must obtain permission from the parent/guardian of the student and ensure that all interactions and work taking place is known and permitted by the parent/guardian.
 - 4) The Initial Meeting is to serve as a consultation in which the student's needs and schedule is assessed to determine the feasibility of tutoring sessions in the future. If indeed it is feasible within your schedule and realm of knowledge, then tutoring sessions are to be scheduled within the call or in later email correspondence.
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3) BEHAVIOR/PROFESSIONALISM

Tutors are NOT to engage in any personal conversation or any interaction outside the interactions necessary to assist the student in learning the subject matter. The tutor must maintain professional at all times and ensure they do not violate the privacy of the student in any way.

4) INTEGRITY

Tutors are to focus on teaching and assisting student on the concepts and exams they need assistance with. Tutors are NOT to simply provide answers or allow the student to violate the integrity code of their academic establishment by submitting work that is not their own. Tutors may assist the student in guiding them in the concepts upon which they are assigned work, but may NOT simply complete the work for them or provide them answers in any way shape or form.