



What is Microsoft Teams for Education?

Microsoft Teams is part of Microsoft 365 or for Warwickshire schools, WeLearn365. It is a digital hub that brings conversations, content, and apps together in one place. Educators can create collaborative classrooms, connect in professional learning communities, and communicate with school staff – all from a single experience in Office 365 Education

Safeguarding and Microsoft Teams

There are several ways to communicate with pupils through Teams, it is important to understand that Microsoft 365 is a productivity system and not a safeguarding system, so schools should consider which restrictions/limitations or additional policies need to be put in place to prevent any unmoderated activity.

Chat is at the centre of whatever you do in Teams. From individual chats with just one other person to group chats and conversations in channels. With safeguarding in mind, chat for pupils will soon be disabled to prevent unmoderated chat.

Channel Posts

Class Teams can have up to 200 channels, and 30 private channels. Channels are dedicated sections within a team to keep conversations organised by specific topics. All members of a channel can post or reply to messages in the posts area. Private channels could be used to communicate to individual students. However, it is recommended that where this is the case, more than 1 staff member is added to the private channel.

Live Meetings via Audio or Video

It is possible within Microsoft Teams to have live audio and or video calling, either as 1:1 or in groups. It is recommended that more than 1 member of staff is in a live streaming call. Larger groups of students may be more challenging to manage during an interactive online class, so more passive or pre-recorded content may be more suitable, teachers could use the 'record the meeting' function without adding any students into the call and post this recording in the channel posts area or use alternative video/screen recording software. 20 safeguarding considerations for 'Live Streaming Lessons'

Class Notebook Tools

Class notebooks have a personal workspace for every student, a content library and a collaboration space for lessons and creative activities. Staff and students can communicate on a one-to-one basis through the students work area – this can be moderated by other teachers in the class but only seen by the individual student. The collaboration space can be used as a tool to allow students to communicate with each other in a moderated and supervised environment.



New Policies for WeLearn365 Schools

Microsoft 365, the basis of WeLearn365, is a commercial productivity suite originally designed for business and adapted for education. At times, the tools necessary to effectively manage Microsoft 365 in an education context are not readily available as their development tends to follow key feature developments that impact all users. With regard to MS Teams, the tools required to apply policies across our very large WeLearn365 tenancy are not yet available from Microsoft. They are scheduled for release by the end of May but given the current demand on Microsoft 365 and the teams that manage it, this deadline may or may not be met. If it is not met, ICTDS has an alternative approach that will be implemented to deploy the following policies to staff and pupils.

It should be noted that the staff policy remains largely unchanged from the policy that currently exists. As such, staff should see no major changes within Teams.

The pupil policy does enforce a number of additional restrictions designed to help you keep pupils safe. In particular, the private chat feature has been disabled.

Through an additional policy (not detailed below), ICTDS has already introduced a restriction on pupils creating their own Groups and Teams.

The following tables provide full detail of both the pupil and staff policies. At this time, we will not be offering the option to adjust either policy for individual staff, pupils or indeed schools.

Messaging policy

| Setting | Pupil | Teacher |
|---|-------------------------------|-------------------------------|
| Owners can delete sent messages | Off | On |
| Delete sent messages | Off | On |
| Edit sent messages | Off | On |
| Read receipts | Turned on for everyone | Turned on for everyone |
| Chat | Off | On |
| Use Giphys in conversations | On | On |
| Giphy content rating | Strict | Moderate |
| Use Memes in conversations | Off | On |
| Use Stickers in conversations | On | On |
| Allow URL previews | On | On |
| Translate messages | On | On |
| Allow immersive reader for viewing messages | On | On |
| Send urgent messages using priority notifications | On | On |
| Create voice messages | Allowed in chats and channels | Allowed in chats and channels |
| On mobile devices, display favorite channels above recent chats | Disabled | Disabled |
| Remove users from group chats | Off | On |

Meeting policy

| Setting | Pupil | Teacher |
|--|---|---|
| General | | |
| Allow Meet now in channels | Off | On |
| Allow the Outlook add-in | Off | On |
| Allow channel meeting scheduling | Off | On |
| Allow scheduling private meetings | Off | On |
| Audio & video | | |
| Allow transcription | Off | Off |
| Allow cloud recording | Off | On |
| Allow IP video | On | On |
| Content sharing | | |
| Screen sharing mode | Entire screen | Entire screen |
| Allow a participant to give or request control | On | On |
| Allow an external participant to give or request control | Off | On |
| Allow PowerPoint sharing | On | On |
| Allow whiteboard | On | On |
| Allow shared notes | On | On |
| Participants & guests | | |
| Let anonymous people start a meeting | Off | Off |
| Automatically admit people | Everyone in your organisation | Everyone in your organisation |
| Allow dial-in users to bypass the lobby | Off | Off |
| Allow Meet now in private meetings | Off | On |
| Enable live captions | Disabled but the organizer can override | Disabled but the organizer can override |
| Allow chat in meetings | Enabled | Enabled |

App setup policy

| Setting | Pupil | Teacher |
|--------------------------|----------|----------|
| Upload custom apps | Off | Off |
| Allow user pinning | On | On |
| Pinned apps order | | |
| | Activity | Activity |
| | Calendar | Chat |
| | Teams | Calendar |
| | | Teams |
| | | Calling |

Calling policy

| Setting | Pupil | Teacher |
|---|----------|-----------------|
| Make private calls | Off | On |
| Call forwarding and simultaneous ringing to people in your organization | Off | On |
| Call forwarding and simultaneous ringing to external phone numbers | Off | On |
| Voicemail is available for routing inbound calls | Disabled | User controlled |
| Inbound calls can be routed to call groups | On | On |
| Allow delegation for inbound and outbound calls | On | On |
| Prevent toll bypass and send calls through the PSTN | Off | On |
| Busy on busy is available when in a call | Off | Off |
| Allow web PSTN calling | Off | On |

Live events policy

| Setting | Pupil | Teacher |
|------------------------------------|------------------------------|------------------------------|
| Allow scheduling | Off | On |
| Allow transcription for attendees | Off | Off |
| Who can join scheduled live events | Everyone in the organization | Everyone in the organization |
| Who can record an event | Never record | Always record |