

Important information for keeping students safe while using Microsoft Teams for distance learning.

We want to share important information with you to ensure that Microsoft Teams for Education is set up safely and securely for your organisation. **Please review the documentation here to ensure you have the right policies set up for your organisation.**

Our top priority is connecting and supporting educators and students —and keeping them safe and secure online. We understand how challenging remote learning can be and to help, we are sharing resources such as how to [keep students safe online](#).

Teams for Education Best Practice

Microsoft Teams has built-in security protections and benefits as part of Microsoft's enterprise-grade security approach for all products and services.

We've gathered Teams for Education best practices here for both administrators and educators to help you set up safety policies and to administer meetings and channels with the recommended controls. Working together, these settings help ensure a safer and more productive environment for your students using Teams.

We recommend that you use a Global (organisation-wide default) policy definition for students and a customised one for Teachers/Academics. This will ensure that any new users get, by default, the most conservative policy set and reduces the risk that a student will receive inappropriate levels of access.

We also recommend all IT Admins review the Microsoft Teams settings fully, however, below are **2 critical settings for managing meeting attendance**.

1. *Control who joins meetings as presenters by default:*
From Meeting Policies, apply the following:

The screenshot shows the 'Participants & guests' settings for a meeting policy. The settings are as follows:

Setting	Value
Let anonymous people start a meeting	Off
Roles that have presenter rights in meetings	Organizers, but users can override
Automatically admit people	Organizer only
Allow dial-in users to bypass the lobby	Off
Allow Meet now in private meetings	On
Enable live captions	Disabled but the user can override
Allow chat in meetings	Enabled

Apply this meeting policy to **educators**:

- **Roles that have presenter rights in meetings:** Organizers, but users can override
- **Automatically admit people:** Organizer only (Only meeting organisers can join the meeting directly without waiting in the lobby) - setting does not apply to dial-in users.
- **Allow dial-in users to bypass the lobby:** Off

2. Prevent Anonymous users from joining:

From Meeting Settings set:

Anonymous users can join a meeting: *Off*

There may be cases where you want to continue to allow anonymous users to join the meeting from within your school or district. For example, you may be using Teams meetings for parent discussions, external consultants, or other cases.

If you choose to keep anonymous meetings enabled, ensure that meeting organisers in your environment are using the [proper meeting lobby settings](#) and are following meeting lobby best practices.

In addition, we recommend every institution reviews their current settings against the below linked documents and please apply the required settings to ensure a secure learning environment. Please test any settings to ensure they are applicable to your organisation.

Link to Resources

- [Keeping students safe while using Teams for distance learning](#)
- [Microsoft Teams policies and policy packages for EDU admins](#)
- [Troubleshooting Teams](#)
- [Security and Microsoft Teams for Administrators](#)

Security Management

Security threats are constantly evolving so it is key that education institutions include security as part of their management. Please review the below resources to check current settings and to keep informed of new updates:

- Microsoft 365 Admin Center - Sign in at admin.microsoft.com with your admin account.
- Microsoft 365 Message Center - actionable information about changes to Microsoft 365
- [Education Blog - Microsoft Tech Community](#)

Policy Quick Guide

Below is a handy guide for Student Polices for Teams, this can be found within the [keep students safe online](#) article

Student policy quick guide

Policy area	Sub-area	Policy	Global value for primary and secondary students	Value for educators
Teams policies		Create private channels	Off	On
Meetings policies	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
		Allow Meet now in private meetings	Off	On
	Participant and guests	Let anonymous people start a meeting	Off	On
		Roles that have presenter rights in meetings	Everyone in the organization, but user can override	Organizers, but users can override
		Automatically admit people (per-organizer policy)	Everyone in your organization	Organizer only
	Video filters	Video Filters Mode	BlurandDefaultBackgrounds	AllFilters
Live events policies		Allow scheduling	Off	On
Messaging policies		Owners can delete sent messages	Off	On
		Delete sent messages	Off	On
		Edit sent messages	Off	On
		Chat	Off	On
		Use Giphys in conversations	Off	On
		Send urgent messages using priority notifications	Off	On
		Remove users from a group chat	Off	On
Teams apps	Permission policies	Microsoft apps	Block specific apps and allow all others > Walkie Talkie blocked	Allow all apps
Voice	Calling policies	Make private calls	Off	On
Audio Conferencing setting		Dial-out from meetings	Off	Off
External access		EnableFederationAccess	False	No recommendation