

1.0 Overview

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in a compromise of Damers First School's entire network. As such, all Damers First School employees (including volunteers and governors with access to Damers First School systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their password.

2.0 Purpose

The purpose of this policy is to establish a standard for the creation of strong passwords, the protection of those passwords, and the frequency of change.

3.0 Scope

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at Damers First School.

4.0 Policy

4.1 General

- The Network Manager and the Head of School will hold the network password.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- All passwords must conform to the guidelines described below.

4.2 Guidelines

Password Construction Requirements

1. Be a minimum length of twelve characters on all systems.
2. Not be the same as the User ID.
3. Not be displayed when entered.
4. Passwords are only reset for authorised user.

4.3 Password Deletion

All passwords that are no longer needed must be deleted or disabled immediately. This includes, but is not limited to, the following:

- When a user retires, resigns, is reassigned, released, dismissed, etc.
- Default passwords shall be changed immediately on all equipment.
- Student teacher accounts, when no longer needed to perform their duties.

When a password is no longer needed:

- The ICT Technician will then delete the user's password and delete or suspend the user's account.

4.4 Password Protection Standards

Do not use your User ID as your password. Do not share Damers First School passwords with any other staff member or pupil. All passwords are to be treated as sensitive, confidential Damers First School information.

Do	Don't
<ul style="list-style-type: none"> ● Use strong passwords, eg the three word system ● Save passwords in your browser if you need to ● Use a password-protected password manager if you need to ● Use a unique password for each account 	<ul style="list-style-type: none"> ● Don't reveal a password over the phone or electronically to anyone ● Don't reveal a password to any other member of staff, pupil or family member ● Don't talk about a password in front of others ● Don't hint at the format of a password (e.g. "my family name") ● Don't reveal a password on questionnaires or security forms ● Don't write passwords down and store them anywhere

If an account or password is suspected to have been compromised then change all passwords.

5.0 Penalties

Any employee found to have violated this policy may be subject to disciplinary action.

Other Related Resources:

- Online Safety Policy
- Cyber Security Policy
- Technology Acceptable Use Agreement for Staff
- Social Media Policy