Shelton Infant School

Password Policy

Introduction

The school will be responsible for ensuring that the school network is as safe and secure as possible and that procedures within this policy are implemented. It will also need to ensure that the relevant people will receive guidance and training and will be effective in carrying out their responsibilities.

A safe and secure password system is essential and will apply to all school technical systems, including networks, devices and email.

Policy Statements

- All users will have clearly defined access rights to school technical systems and devices
- All school networks and systems will be protected by secure passwords that are regularly changed
- The administrator passwords for the school systems, used by the technical staff must also be available to the Headteacher
- Passwords for new users will be allocated by the ICT technician
- All users will have responsibility for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security
- Users will change their passwords at regular intervals

Staff passwords
- All staff users will be provided with a username and password by the ICT technician who will keep an up to date record of users and their usernames
- The password should be changed at regular intervals
- The password must not include proper names or any other personal information about the user that might be known by others
- Passwords shall not be displayed on screen
- Passwords should be different for different accounts, to ensure that other systems are not put at risk
- Passwords should be different for systems used inside and outside of school
- The Headteacher and Computing Leader will be provided with passwords to use the school website for uploading information on the school website, and to upload tweets to the school's Twitter account.

<u>Pupil login</u>
- <mark>Individual pupils will be given an individual username and password for Purple Mash.</mark>
- Pupils will be taught the importance of password security

<u>Training / Awareness</u>

It is essential that users should be made aware of the need for keeping passwords secure, and the risks attached to unauthorised access/data loss.

Members of staff will be made aware of the school's password policy:

- at induction
- through the school's online safety policy and password policy
- through the Acceptable Use Agreement

Audit/Monitoring/Reporting/Review
The ICT technician will ensure that full records are kept of:
- User IDs and requests for password changes
- User log-ons
- Security incidents related to this policy

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