



# IDEAL ENGLISH SCHOOL, R.A.K

Vision: To achieve academic excellence through an inclusive education and develop our students into versatile, competent lifelong learners & responsible global citizens.

## PASSWORDS AND PASSWORD SECURITY

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We in IES do hereby declare that we follow the following policy as far as our Password Security for School is concerned

The key principles of our policy on passwords and password security are:

- Always use your own personal passwords
- Make sure you enter your personal passwords each time you logon. Do not include passwords in any automated logon procedures
- Do not record passwords or encryption keys on paper or in an unprotected file
- Only disclose your personal password to authorized IT Support Person/ Team when necessary, and never to anyone else.
- Never tell a student or colleague your password
- If you are aware of a breach of security with your password or account inform the IT Support Person/ Team immediately
- Passwords must contain a minimum of eight characters and be difficult to guess
- Passwords should contain a mixture of upper and lowercase letters, numbers and symbols where appropriate
- If you think your password may have been compromised or someone else has become aware of your password report this to your IT Support Person/ Team immediately

### Password Security

- Password security is essential for all users, particularly as they are able to access and use student data. Users are expected to have secure passwords which are not shared with anyone. The students are expected to keep their passwords private and not to share with others, particularly their friends. Staff and students are regularly reminded of the need for password security.
- All systems provided by the school, have unique passwords for all users.
- Students are not allowed to deliberately access on-line materials or files on the school network, of their peers, teachers or others
- Staff are aware of their individual responsibilities to protect the security and confidentiality of the school networks, including ensuring that passwords are not shared and are changed periodically. Individual staff users must also make sure that workstations are not left unattended and are locked.
- In our school, all password policies are the responsibility of the IT Support Person/ Team and all staff and students are expected to comply with the policies at all times
- We will:
  - Ensure that a user account is disabled once the member of the school has left
  - Take prompt action on disabling accounts to prevent unauthorized access
  - Regularly change generic passwords to avoid unauthorized access

