



Password Security Policy



Academic Year 2021-2022

Written by:	Ms. Sally David-Ty Primary Coordinator	Reviewed:	March 2021
Endorsed by:	Ms. Azoorah Sudheer Academic Coordinator Mr. Muhammad Zahid Azeem Principal	Next Review:	Sept. 2021
Approved by:	School Officials		

Password Policy

Introduction:

Passwords are an important aspect of computer and internet access security. These are the front line of protection for user accounts.

Pamir Private School will be responsible for ensuring that the school network is as safe and secure as is reasonably possible that:

Users can only access data to which they have the right to access.

No adult user should be able to access another staff member files, without permission (or as allowed for monitoring purposes within the school's policies)

Access to personal data is securely controlled in line with the data protection policy.

A safe and secure username/password system is essential and will apply to all school systems, including email.

Responsibilities:

- The management of the password security policy will be the responsibility of the Online Safety Coordinator and IT assigned personnel.
- All users will have responsibility for the security of their username and password, must not allow other users to access the system using their log-in details, and must immediately report any suspicion or evidence that there has been a breach of security.
- Passwords for new users and replacement of passwords for existing users will be allocated by the Online Safety Coordinator, and IT assigned personnel.
- Passwords for the network, email, and online learning resources will be managed and monitored by the Online Safety Coordinator and IT assigned personnel.
- Passwords for the Management Information Systems will be managed by the School HR Manager, Accounts Manager, and IT Manager. Users will change their password every 60 days on the Management Information Systems and Finance system when needed.
- Any changes in password security must be notified to the managers concerned of the password security.

Training/Awareness:

- Members of staff will be made aware of the schools' password policy:
- Through Induction

- Through the school's e-safety policy and password policy.
- Through the Acceptable Use policy.
- Through training and lessons that students will be made aware of the school password policy.
- Teachers must be aware of the use of eSafe framework.
- Teachers must be aware of the Acceptable Use of the policy.

Policy Statements:

- All users will have clearly defined access rights to school systems depending on their scope of work. Details of the access rights available to groups of users will be recorded by the IT assigned personnel and by the Online Safety Coordinator.
- All users will be provided with a username and password by the Online Safety Coordinator and IT assigned personnel, who will keep an up-to-date record of all users and their usernames.

Rules apply to the use of passwords:

- Passwords must be changed every 60 days (Admin logins only)
- Temporary passwords e.g. used with new user accounts or when users have forgotten or need to change their passwords shall be enforced to change immediately upon the next account log-on
- Passwords shall not be displayed on the screen
- Requests for password changes should be authenticated by the Online Safety Coordinator and IT assigned personnel and ensure that the new password can only be passed to the genuine user.

Applicability of the Policy:

This policy applies to all members of our school community, which includes students, teaching and non-teaching staff, and parents.

Monitoring and Review:

The Senior Leadership Team, will monitor and evaluate the outcomes of this policy to ensure that our students are taught the importance password security. This policy will be reviewed every 6 months, or more often if necessary, due to changes in regulations or circumstances.

C O N F O R M E:

**We understand the Password Security Policy.
We accept and we will adhere to every rule about it.**

Parents Name and Signature

Student Name

Class

Date