

Burton Road Primary School Password Security Policy

September 2021



Introduction

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

- users can only access data to which they have right of access
- no user should be able to access another's 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 school's personal data policy
- logs are maintained of access by users and of their actions while users of the system

A safe and secure username / password system is essential if the above is to be established and will apply to all school ICT systems, including email.

Responsibilities

The management of the password security policy will be the responsibility of the ICT coordinator and Code Green.

All users (adults and young people) 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.

Passwords for new users, and replacement passwords for existing users will be allocated by the ICT coordinator and Code Green.

- Users will change their passwords when prompted to do so

Training / Awareness

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. This should apply to even the youngest of users, even if class log-ons are being used.

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

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

Pupils / students will be made aware of the school's password policy:

- in computing lessons
- through the Acceptable Use Agreement

Policy Statements

All users will have clearly defined access rights to school ICT systems. Details of the access rights available to groups of users will be recorded by the Network Manager and will be reviewed, at least annually.

All users (at KS2 and above) will be provided with a username and password by the Computing coordinator who will keep an up to date record of users and their usernames. Users will be required to change their password when prompted. Class log ons will be used for KS1 if children are not able to log on independently. If this happens in KS1, children should always be supervised and members of staff should never use a class log on for their own network access.

The following rules apply to the use of passwords:

- passwords must be changed when prompted to do so
- they must not repeat the last used passwords
- requests for password changes should be authenticated by the ICT coordinator to ensure that the new password can only be passed to the genuine user