CROWN AMERICAN PRIVATE SCHOOL
مدرسة كراون الأمريكية الخاصة

Password Security Policy

1. **Overview**

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of our resources. All Students and staff, including contractors and vendors with access to Crown American Private School systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.
Every user will have an individual secure password access to school systems.

2. **Purpose**

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

3. **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 Crown American Private School facility, has access to the CAPS network, or stores any non-public information under CAPS domain/network.

4. Policy

4.1. Password Creation

Choosing a strong password

Password Construction Guidelines.

- The password must be between 8 and 20 characters.
- The password must:
    - Contain UPPERCASE characters (A through Z).
    - Contain lowercase characters (a through z).
    - Numerals (0 through 9).
- The password must NOT
    - Contain special characters (%!&@ etc.)
- You will not be able to reuse a password you have used before

4.1.1 All user-level and system-level passwords must conform to the Password Construction Guidelines.

4.1.2 Users must use a separate, unique password for each of their work-related accounts.

d Change

4.2.1 All system-level passwords (for example: laptop, Tablet, etc.) must be changed on at least a quarterly basis.

4.2.2 All user-level passwords (for example, email, ERP, LMS, etc.) must be changed at least every 4 months. The recommended change interval is every 3 months

4.2.3 Every user should mandatorily change the initial account password obtained from IT In Charge/System

4.2.4 **Expiration of passwords:** Your system password will expire automatically every 90 days. Please set a new password when you see the expiration message. Students and Staff using school email accounts will receive the password expiration alert 30 days prior to the date of expiration.

4.2.5 **Phishing protection:** Failure to enter correct password for emails for 4 consecutive times may result in your account being blocked. Please contact IT In Charge to enable the account.

4.3 Password Protection

NETWORK ADMINISTRATOR CREDENTIALS

4.3.1 The IT administrator should store all the IT administrative credentials in print in a secure storage Placed in the office of the principal. The IT admin should update this document regularly

PASSWORD PROTECTION GUIDELINES FOR STUDENTS AND STAFF

● All passwords are to be treated as sensitive. Use 2 factor authentication for extra security.

● Passwords must not be shared in email messages.

● Passwords must not be revealed over the phone to anyone.

● Do not reveal a password on questionnaires or security forms.

● Do not hint at the format of a password (for example, "my family name").

● Do not share passwords with anyone, including classmates, collogues, managers and family members in any situation.

● Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on a computer system or mobile devices (phone, tablet) without protection. ● Do not use the "Remember Password" feature of applications (for example, web browsers).

● Any user suspecting that his/her password may have been compromised must report to CAPS IT In Charge and change all passwords.

4.4 Use of Passwords and Passphrases

A passphrase is a password made up of a sequence of words with numeric and/or symbolic characters inserted throughout. A passphrase could be a lyric from a song or a favorite quote. Passphrases typically have additional benefits such as being longer and easier to remember.

, the passphrase

● I 1ove my puppy!!! Weekly Plan 2019 -20 Password Security Policy 3

● “My pAssw0rd is $uper str0ng!” is 28 characters long and includes alphabetic, numeric and special characters.

● A Pass Phrase is highly recommended for young learner or all students

It is also relatively easy to remember. It is important to note the placement of numeric and symbolic characters in this example as they prevent multiple words from being found in a standard dictionary. The use of blank spaces also makes a password more difficult to guess. All of the rules above that apply to passwords apply to passphrases.

5. PASSWORD POLICY MANAGEMENT

5.1.1 Stake holders at crown American private school should contact relevant staff for

- Password Reset
- Breach of password security
- Access to the password secured systems
- To Enable/Disable access to the CAPS Network systems and Applications.

TYPE	STUDENTS	PARENTS	Staff				
			SLT	Team leaders	TEACHERS	ADMIN	VISITORS
Email	Class Teacher	Teachers	IT In Charge	IT In Charge	IT In Charge	IT In Charge	NA
Local data Storage	ICT Teacher	NA	IT In Charge	IT In Charge	IT In Charge	IT In Charge	NA
WI-FI	Class teacher	IT In Charge	IT In Charge	IT In Charge	IT In Charge	IT In Charge	NA
Cloud Data storage	IT In Charge	IT In Charge	IT In Charge	IT In Charge	IT In Charge	IT In Charge	NA
Network Devices (Eg: Printers)	IT In Charge	NA	IT In Charge	IT In Charge	IT In Charge	IT In Charge	NA
BYOD	Subject Teacher	NA	IT In Charge	IT In Charge	IT In Charge	IT In Charge	NA
Desktop/ Laptop	In PC Lab ICT Teacher	NA	IT In Charge	IT In Charge	IT In Charge	IT In Charge	NA

CONTACT DETAILS IT In Charge & ICT In Charge:

Mr. MHD Shaher: it@crownamerican.ae Contact Number: 0564264491.

ICT In charge: Ms.Alaa: alaa@crownamerican.ae

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Training to Students and Staff are scheduled as follows

STUDENTS	STAFF
Beginning of the school Year	At the beginning of the new school year during staff orientation
Regular reinforcement is provided in schools ICT curriculum by the ICT Teacher	During the induction training when a staff join the school, any time during the school year
Through posters and Social media	Training provide in weekly Professional development program.
Awareness through parent mobile application	
Through circulars and news letters	

PARENTS

Beginning of the school year basic training is provided during the parent orientation program.

They are encouraged to read the policies on our websites. Further, they are informed of the password security policy when request is made

CROWN AMERICAN PRIVATE SCHOOL
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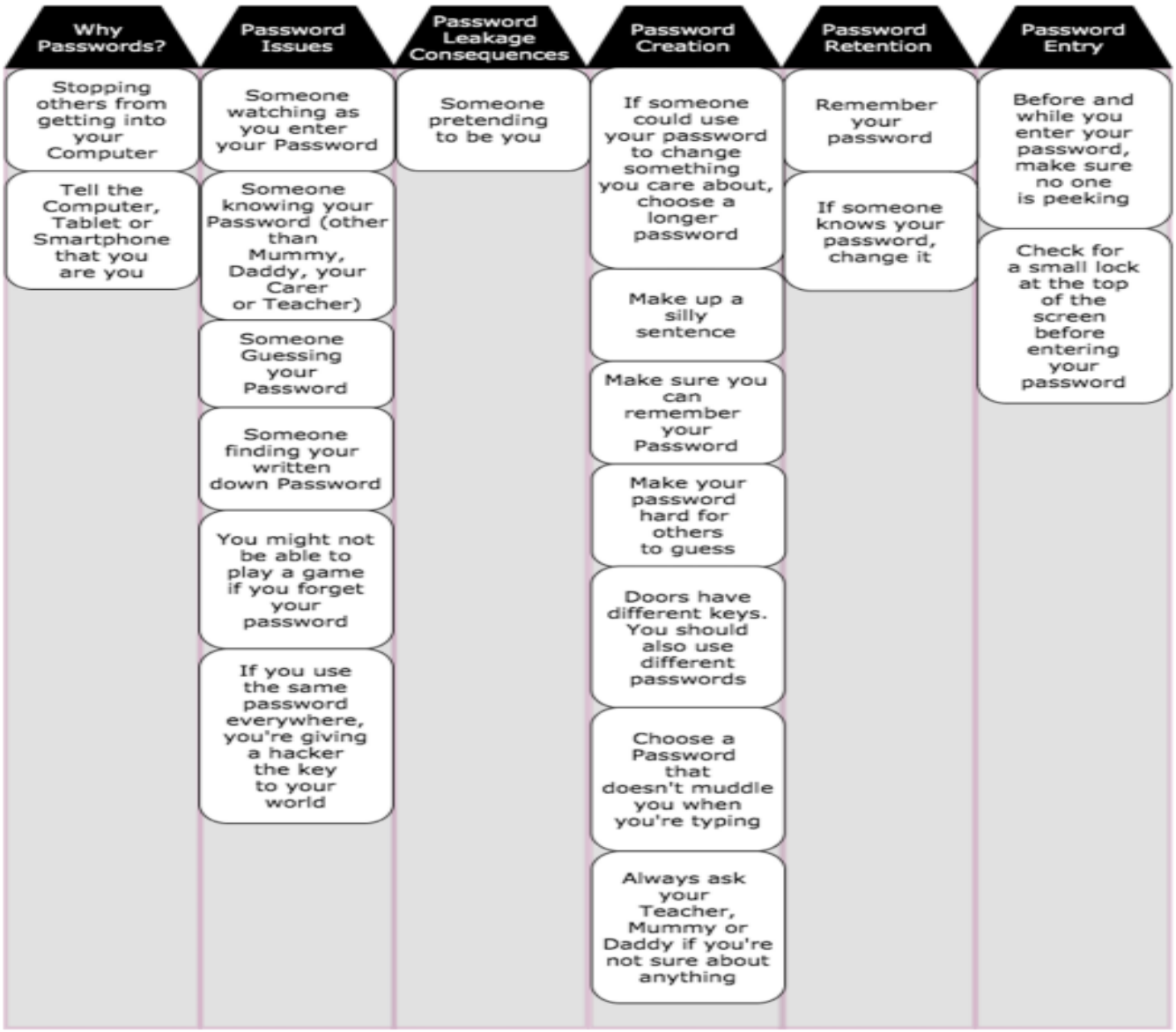
PASSWORD!

PASSWORD for All ages



7. POLICY COMPLIANCE

An employee or student found to have violated this policy may be subject to disciplinary action

Last updated	Responsible	Summary of change

	IT In Charge- CAPS Online safety coordinator	Updated the IT contact det Updated and converted to new format