



**Villa Real School**  
*together we achieve*

# Password Management and Safe Practices Policy 2024

Responsibility: Jill Bowe

Date: January 2024

Signed & Adopted by the Governing Body:

Chair of Governors

Date: 04.03.24

To be reviewed: January 2025

## **Statement**

The policy should be read alongside the GDPR Policy.

### **Safe Password Management.**

Villa Real School has a duty to ensure maximum security of all digital systems which carry sensitive and personal information, data, work; of both staff and pupils/students and professional information i.e. emails, planning documents and so forth.

### **Responsibilities**

- Each individual member of staff is responsible for keeping their passwords secure
- Each individual is responsible for not disclosing passwords to anybody.
- Passwords must not be shared with other colleagues or outside agencies
- Passwords are not to be shared with pupils/students
- Passwords are compulsory throughout Villa Real School and must be changed on notification via email from Systems Manager. Failure to do so in the allotted time scale may result in accounts being temporarily disabled. If this happens please notify the Systems Manager who will re issue staff with appropriate instructions to re- enable systems
- If staff are unable to remember their passwords, please notify the Systems Manager immediately so the password can be disabled and staff re- issued with instructions to reset new password securely

### **Password complexity**

All passwords should:

- Be at least 8 characters long
- Contain at least 1 upper case and at least 1 lower case letter
- Contain at least 1 number and punctuation character
- NOT be a dictionary word

### **Password Incident Handling**

- If a member of staff is aware of an information/ password incident or breach they must report it immediately to Headteacher and Systems Manager
- If a member of staff suspects password misuse this must be reported immediately to Head Teacher and Systems Manager

### **Non-Compliance**

Non-compliance of this policy may result in temporary system intervention and report to the Headteacher which may result in disciplinary action.

### **Review and Development**

- This policy and any relating policies Acceptable Use policy, Data Protection Policy, Online Safety Policy and Keeping Children Safe in School Policy shall be reviewed annually or updated regularly in line with or in light of any relevant changes to the law, legislation, local policy, school policy or contractual obligations
- Additional regulations/ guidelines may be developed to cover specific areas in relation to this policy as above
- This Policy will be reviewed in light of the General Data Protection Regulation (GDPR) 2018