

**Leamington Community Primary School**  
**'Together we make a Difference'**



**Password Security Policy**

**Last reviewed:** November 2018  
**Next Review:** November 2019



**Leamington  
Values**



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

- Users can only access data to which they have right to 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
- 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 and website.

### **Responsibilities**

The management of the password security policy will be the responsibility of the Computing Subject Leader and the Network Manager. All adults and pupils from Y3 upwards will have responsibility for the security of their username and password. Adults and pupils in KS2 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. In EYFS & Y1 class logins will be used but monitored by the relevant class teachers, with any concerns being passed on to the Computing Subject Leader. Passwords for new users and replacement passwords for existing users can be allocated by the Network Manager.

### **Training/Awareness**

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 ICT, PSHE or e-safety lessons.
- Through the Acceptable Use Agreement Policy Statements

All users will have clearly defined access rights to school ICT systems. All pupil users at Y3 and above will be provided with a username for access to the school's network.

The following rules apply to the use of passwords for adults:

- Passwords must be changed regularly.
- Passwords shall not be displayed on screen
- Requests for password changes should be sent to the Network Manager.

The "master / administrator" passwords for the school ICT system, used by the Network Manager are available to the nominated senior leader. The network information pack is kept in a secure place (e.g. school safe). This ensures that the school will not have one user being the sole administrator access.

Signed:

E-Safety Governor:

Computing lead:

Network Manager:

Date: