Leamington Community Primary School

Together we make a Difference

Password Security Policy

Courage   Determination   Friendship   Honesty   Respect

Leamington Community Primary School: Password Security Policy

Aims:
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 this Password Security Policy will be the responsibility of the Computing Subject Leader and the Network Manager.

All adults and pupils in Key Stage Two will have responsibility for the security of their username and password. Adults and pupils in Key Stage Two must not allow other users to access the systems using their login details and must immediately report any suspicion or evidence that there has been a breach of security to the Computing Subject Lead.

In Early Years Foundation Stage (EYFS) & Key Stage One, 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 via the Computing Subject Lead.

Training/Awareness:
Awareness of password security will be developed in a number of ways across the school, dependent on the recipient.

Staff:
- Induction at school;
- The school's Password Security policy;
- The school's Computing and E-Safety policy;
- The Acceptable Use Agreement.

Pupils:
- In Computing, E-Safety and PSHE lessons;
- The school's Acceptable Use Agreement Policy Statements.

All users will have clearly defined access rights to school ICT systems. All pupil users in Key Stage Two will be provided with a username for access to the school's network.

Password Requirements:

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 via the Computing Subject Lead.

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. This ensures that the school does not have one user with sole administrator access.