



Password Policy

Overview

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in a compromise of Sidney Stringer Academy MAT entire network. As such, all trainees with access to Sidney Stringer Academy MAT network are responsible for taking the appropriate steps, as outlined below, to select and secure their password. These rules must also be applied for when you are at your placement schools.

Purpose

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

Scope

The scope of this policy includes all users' who have or are responsible for an account (or any form of IT access that supports or requires a password) for any SCITT IT systems, services and resources, whether provided internally or by external providers.

Policy

General:

- Passwords must not be inserted into email messages or other forms of electronic communication.
- Password must be changed at least every 180 days.
- Where a password is believed to be compromised this must be reported to IT office as soon as possible.
- All trainees with network access level passwords must conform to the guidelines described below.

Password Protection Standard:

Passwords must:

1. Contain at least three of the five following character classes:

- a. Lower case characters
- b. Upper case characters
- c. Numbers
- d. Punctuation
- e. "Special" characters (e.g. @#\$%^&*()_+|~-=\`{}[]:;'<>/)

2. Be at least 8 characters in length

If someone demands a password, refer them to this document or refer them to the SCITT manager.

If an account or password is suspected to have been compromised, report the incident to the SCITT manager and change all passwords

Password Deletion

All passwords that are no longer needed must be deleted or disabled immediately. This includes, but is not limited to, the following:

- When a trainee withdraws, defers, dismissed, etc.
- Default passwords shall be changed immediately on all equipment.

Reviewed by Claire Turpin

CEO of the Sidney Stringer Multi Academy Trust

March 2025

A handwritten signature in black ink, appearing to read 'CTurpin.', is centered below the printed text.