



*Elmley Dray  
School*

## Password Policy

This policy seeks to ensure that users create and manage secure passwords, and helps to protect accounts and systems from unauthorised access.

### Policy Statement

Information and Communication Technology is a rapidly evolving subject in which constant advances in computers and control technology demand ever-changing skills and knowledge from both users and teachers alike.

All users must create, use, and protect passwords in accordance with the requirements outlined in this policy. Passwords must be unique, confidential, and constructed to resist unauthorised access. Users are responsible for safeguarding their credentials and reporting any suspected compromise immediately to the I.T Manager. Failure to comply with this policy may result in restricted access to systems or disciplinary action.

### Intent

- **Improve security;** help protect accounts and systems from unauthorised access by requiring strong, hard-to-guess passwords.
- **Reduce risk of attacks**
- **Promote good password habits;** Using long and complex passwords, avoiding reuse of the same password, changing passwords when they might be compromised.
- **Protect sensitive data;** By ensuring passwords are strong and updated, the policy helps safeguard personal information, financial data, and company resources.

## Password requirements

Users are required to follow the below, when choosing a password.

### A password should:

- Be **at least** 8 characters long (*12 is recommended if 2 step authentication isn't set up*)
- Include upper and lower case letters
- Include numbers & symbols

### A password should not:

- Be particularly weak, e.g "password123"
- Be one you've used before on your account
- Start or end with a blank space
- Include common words or phrases that are easy to guess

#### **Examples include:**

*Obvious words and phrases like "password" or "letmein"*

*Sequences like "abcd" or "1234"*

*Keyboard patterns like "qwerty" or "qazwsx"*

- Be something that is easily guessed or use personal information

#### **Examples include:**

*Your nickname or initials*

*The name of your child or pet*

*Important birthdays or years*

*The name of your street*

*Numbers from your address*

*Your phone number*

If you are struggling to choose a password, it is recommended you pick 3 random words and incorporate the above rules into these.

### **Example:**

windy helicopter orange

W1ndyH3l1copter0range!

## Keeping password secure

Passwords are set to automatically expire every 180 days. You will be automatically promoted to reset your password after this time when logging in.

After setting a password, it is your responsibility to keep it secure and take steps to keep it safe. If you need to write your password down, don't leave it on your computer or desk. Ensure any written passwords are stored somewhere that's secret or locked. For a more secure method of keeping your password/s secure, or if you have trouble remembering multiple passwords, consider using a trusted password manager. Take some time to research the reviews and reputations of these services.

## Password compromise

A compromised account refers to any account that is accessed by an **unauthorised** user with login details (username and password).

If you believe your password has been compromised, or suspect something is not right, you will need to immediately change your password to something unique and over 12 characters long and if possible, enable multi-factor authentication.

You must also let the IT manager (Hayley Furnell) know as soon as possible who will be able to reset your password if you are not able to reset it yourself.

## How will I know?

You may be notified by the manufacturer or a supplier that there is a security weakness in their product/app, or you may notice irregular things on your account such as your email account is sending messages that you know you did not send, or your passwords have been changed and files, applications or services may have been deleted, changed or can no longer be accessed.

## Version control - Approval and review

Version No.	Approved By	Approval Date	Main Change	Review Period
1	Hayley Furnell	December 2025	Initial policy approved	Annually
1.1	Hayley Furnell	December 2025	Password compromise added	Annually



Hayley Furnell, Director,  
on behalf of Elmley Dray School  
Dated: December 2025  
Next review: August 2026