



## King's Group Academies

### PASSWORD POLICY

Approved by:	Trustees	Date:	Dec 25
Maintained by:	LMul	Next review due:	Dec 28



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## 1. Purpose

This password policy is designed to protect the security of the school's information systems by establishing standards for the creation, maintenance, and use of passwords. It applies to all students, staff, and other users of the school's IT resources.

## 2. Scope

- **Staff:** All school employees, including teaching and non-teaching staff.
- **Students:**
  - **Primary Years :** Students in early years and primary education.
  - **Secondary Years :** Students in secondary education.

## 3. Password Requirements

### 3.1 Staff and Secondary Students

Passwords for staff and secondary students should meet the following criteria:

- **Length:** Minimum of 10 characters.
- **Complexity:** Must include at least three of the following:
  - Uppercase letters (A-Z)
  - Lowercase letters (a-z)
  - Numbers (0-9)
  - Special characters (e.g., !, @, #, \$, %, etc.)

#### Examples:

- Sunshine2024!
- BlueSky#78
- Learning@123

**Expiry:** Passwords must be changed every 180 days.

**Reuse:** The last 5 passwords cannot be reused.

**Lockout:** Account will be locked after 5 failed login attempts. A system administrator must unlock the account.

### 3.2 Primary Students

Passwords for primary students should be simpler and easier to remember:

- **Length:** Minimum of 6 characters.
- **Complexity:** Not required

#### Examples:

- Red7Cat
- Green12
- ilikecake

**Guidance:** Passwords should be memorable, such as a combination of a favourite colour and a number.

## 4. Password Management

- **Storage:** Passwords should not be written down or shared. Password management tools are recommended for staff.
- **Sharing:** Sharing of passwords is strictly prohibited.
- **Reset Process:** If a password is forgotten, it must be reset following a verification process managed by the IT department via a Helpdesk Ticket.

## 5. Exceptions

Any exceptions to this policy must be approved by the IT Administrator or Headteacher, with clear justification and risk assessment.