



مدرستنا الثانوية الإنجليزية، الشارقة
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH
A GEMS SCHOOL



PASSWORD POLICY

Implemented : April 2020

Reviewed : May 2023

Next Review : May 2024

Compiled by: SLT &SMT/IT Engineer

Approved by: Ms. Asma Gilani, Principal & CEO



Contents

- 1. Policy Statement**
- 2. Purpose**
- 3. Scope**
- 4. Requirements**
- 5. Guidance on selection of strong passwords**
- 6. Policy Compliance**

1. Policy Statement

Access to all school systems shall be granted after user authentication, in order to prevent unauthorized access and enforce user accountability.

2. Purpose

The purpose of this policy is to establish a standard for the selection and maintenance of strong passwords.

3. Scope

All OOS staff, students and parents

4. Requirements

- All users shall be responsible for selecting and maintaining passwords according to the requirements of this document;
- All users shall adhere to the following practices to safeguard their system/application credentials:
- Shall not use a common password across school system/application accounts and their personal accounts;
- Shall not share passwords with anyone including colleagues, administrative assistants or secretaries;
- Shall not reveal passwords in emails, chats or other forms of digital or verbal communications;
- Shall not provide hints on the password format;
- Shall not store/save passwords in text files, note books, emails or web browsers;
- Shall treat passwords as company confidential information;
- Shall decline the use of the "Remember Password" feature on web applications;
- Shall not transmit passwords over a network in clear text or publicly display them.
- All questions or support issues shall be addressed to the school IT Engineer.

CATEGORY	MINIMUM LENGTH	MINIMUM COMPLEXITY	REUSE	ACCOUNT LOCKOUT	INACTIVE SESSION
User account - Administrator	14 characters	Lower case, upper case, special character and numeric digit	Expires after 90 days No re-use of previous 6 passwords	Duration: 30 min After 5 consecutive failed authentication attempts	Terminate after 15 minutes of inactivity
User account – Staff (except teachers)	8 characters	Lower case, upper case, special character and numeric digit	Expires after 90 days No re-use of previous 4 passwords	Duration: 15 min After 5 consecutive failed authentication attempts	Terminate after 15 minutes of inactivity
User account – Teachers	8 characters	Lower case, upper case, special character and numeric digit	Expires after 90 days No re-use of previous 3 passwords	Duration: 15 min After 5 consecutive failed authentication attempts	Terminate after 50 minutes of inactivity
User account - Junior Students (03 and 04)	3 characters (CVC words)	Any three characters	Does not expire No re-use of previous 3 passwords	Duration: 15 min After 5 consecutive failed authentication attempts	Terminate after 15 minutes of inactivity
User account - Mid-level Students (05 and 06)	5 characters (dictionary words)	Any five characters	Does not expire No re-use of previous 3 passwords	Duration: 15 min After 5 consecutive failed authentication attempts	Terminate after 15 minutes of inactivity
User account - Senior Students (07 and above)	8 characters	Any eight characters	Does not expire No re-use of previous 3 passwords	Duration: 15 min After 5 consecutive failed authentication attempts	Terminate after 15 minutes of inactivity
User account - Parents	6 characters	Lower case, upper case, special character and numeric digit	Does not expire No re-use of previous 3 passwords	Duration: 15 min After 5 consecutive failed authentication attempts	Terminate after 15 minutes of inactivity

5. Guidance on selection of strong passwords

- You can choose one or two lines from a poem, song or your favourite phrase or quotation and use the first letter of each word. For e.g. 'Thing Of Beauty Is Joy Forever' becomes "Tobijf1#".
- Replace letters with numbers or characters. For e.g. "tobijf" becomes "T0b1jf#s".
- Use short unrelated words and concatenate them together with special symbol and number.

6. Policy Compliance:

School IT Engineer shall be responsible to monitor compliance with this policy.