



مدرستنا الثانوية الانجليزية - الفجيرة
OUR OWN ENGLISH HIGH SCHOOL - FUJAIRAH

PASSWORD POLICY

Password Policy

Implemented Date	April 2020
Review Date	February 2021
Next Review Date	September 2021

Rationale

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of School's resources. All users, including contractors and vendors with access to School systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

Purpose

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change. These procedures will help in protecting their data in the light of changing technology.

Scope

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) or a device on any system that resides at any School facility, has access to the School network, or stores any non-public School information.

Policy

General

- All system-level passwords (e.g., root, enable, Windows Administrator, application administration accounts, etc.) must be changed at least every 120 days.
- All user-level passwords (e.g., email, web, desktop computer, etc.) must be changed at least every 180 days.
- User accounts that have system-level privileges granted through group memberships or programs such as "sudo" must have a unique password from all other accounts held by that user.
- Where SNMP is used, the community strings must be defined as something other than the standard defaults of "public," "private" and "system" and must be different from the passwords used to log in interactively. A keyed hash must be used where available (e.g., SNMPv2).
- All user-level and system-level passwords must conform to the guidelines described below.

Guidelines

A. General Password Construction Guidelines

All users at School should be aware of how to select strong passwords.

Strong passwords have the following characteristics:

- Contain at least eight of the five following character classes:
 - Lower case characters
 - Upper case characters

- Numbers
- Punctuation
- “Special” characters (e.g. @\$%^&*()_+|~-=\`{}[]:;!<>/ etc)
- Contain at least eight alphanumeric characters.

- Weak passwords have the following characteristics:
 - The password contains less than eight characters
 - The password is a word found in a dictionary (English or foreign)
 - The password is a common usage word such as:
 - Names of family, pets, friends, country, co-workers, fantasy characters, etc.
 - Computer terms and names, commands, sites, companies, hardware, software.
 - The words "<Company Name>", "sanjose", "sanfran" or any derivation.
 - Birthdays and other personal information such as addresses and phone numbers.
 - Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
 - Any of the above spelled backwards.
 - Any of the above preceded or followed by a digit (e.g., secret1, 1secret)

Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation.

(NOTE: Do not use either of these examples as passwords!)

B. Password Protection Standards

- Always use different passwords for School accounts from other non-School access (e.g., personal ISP account, option trading, benefits, etc.).
- Always use different passwords for various School access needs whenever possible. For example, select one password for systems that use directory services (i.e. LDAP, Active Directory, etc.) for authentication and another for locally authenticated access.
- Do not share School passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential School information.
- Passwords should never be written down or stored on-line without encryption.
- Do not reveal a password in email, chat, or other electronic communication.
- Do not speak about a password in front of others.
- Do not hint at the format of a password (e.g., "my family name")
- Do not reveal a password on questionnaires or security forms
- If someone demands a password, refer them to this document and direct them to the Information Security Department.
- Always decline the use of the "Remember Password" feature of applications (e.g., webmail, Outlook online, etc).

If an account or password compromise is suspected, report the incident to the Information and Communication Technology Department.

C. Application Development Standards.

Application developers must ensure their programs contain the following security precautions. Applications:

- Shall support authentication of individual users, not groups.
- Shall not store passwords in clear text or in any easily reversible form.
- Shall provide for some sort of role management, such that one user can take over the functions of another without having to know the other's password.
- Shall support TACACS+, RADIUS with LDAP security retrieval wherever possible.

D. Use of Passwords and Passphrases for Remote Access Users

Access to the School Networks via remote access is to be controlled using either a VPN authentication or a public/private key system with a strong passphrase.

E. Passphrases

Passphrases are generally used for public/private key authentication. A public/private key system defines a mathematical relationship between the public key that is known by all, and the private key, that is known only to the user. Without the passphrase to "unlock" the private key, the user cannot gain access.

Passphrases are not the same as passwords. A passphrase is a longer version of a password and is, therefore, more secure. A passphrase is typically composed of multiple words. Because of this, a passphrase is more secure against "dictionary attacks."

A good passphrase is relatively long and contains a combination of upper and lowercase letters and numeric and punctuation characters. An example of a good passphrase:

"The*?#>*@TrafficOnThe101Was*&#!#ThisMorning"

All of the rules above that apply to passwords apply to passphrases.

Roles & responsibilities

Staff

All staff of Our Own English High School Fujairah are responsible for following the points enumerated in this policy. They need to be responsible for following the protocols of creating a strong password and updating it as required by this policy.

Students

All students are taught how to create strong age-appropriate passwords. They are made aware of how to be safe online through strong passwords and not sharing their passwords.

Parents

The policy is shared with parents and trained via orientation sessions on keeping their ward safe by creating strong age-appropriate passwords. They are requested to talk to their wards about how to be safe online through strong passwords and not sharing their passwords.

ICT Department

The ICT Personal is responsible for monitoring, through automated systems, the system level and user-level periodic password updates. Password cracking or guessing may be performed on a periodic or random basis by the Information Security Department or its delegates.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Password cracking or guessing may be performed on a periodic or random basis by the Information Security Department or its delegates. If a password is guessed or cracked during these exercises, the user/owner will be required to change it.

Cross-reference

This policy draws reference from other policies of the school and must be read in connection with the following:

1. Online Safety Policy
2. Acceptable Use Policy (Students and Staff)
3. ICT Policy.
4. Data Protection Policy.

