



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



# **PASSWORD POLICY**

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**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
<b>User account - Administrator</b>	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
<b>User account – Staff (except teachers)</b>	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
<b>User account – Teachers</b>	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
<b>User account - Junior Students (03 and 04)</b>	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
<b>User account - Mid-level Students (05 and 06)</b>	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
<b>User account - Senior Students (07 and above)</b>	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
<b>User account - Parents</b>	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.