

POLICY	2008	8152
	Instruction	

Subject: Password Protection

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of Williamson Central School's network. As such, all employees are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

All users of the Williamson Central School network will be responsible for the following:

- A. All network passwords must be changed every September, December and April. We recommend that you use a separate password for each (e.g., e-mail, workstation).
- B. Each successive password must be unique. Re-use of the same password will not be allowed.
- C. All passwords must contain both upper and lowercase characters (e.g., a-z, A-Z).
- D. All passwords must have digits and punctuation characters as well as letters (e.g., 0-9, !@#\$%^&*()_+/~-=\`{ }[]:~";<>?,./).
- E. Passwords should be at least six alphanumeric characters long.

Approved: Board of Education
February 27, 2008