

7200-R Section 6, Password Management

Campbell County School District requires the following:

- All passwords must be changed at least once every six months for those who have access to confidential systems i.e.; student data, human resource, and financial systems.
- User accounts having system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by that user.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- Where the Simple Network Management Protocol (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.
- Users must select strong passwords when accessing confidential information. Strong passwords must have a mixture of letters, numbers, and special characters. Systems that authenticate must require passwords of users and must block access to accounts if more than five unsuccessful attempts are made.

Employees must follow these guidelines for passwords (except when resetting a password):

- Do not reveal a password over the phone to anyone.
- Do not reveal a password in an email message.
- Do not talk about a password in front of others.
- Do not hint at the format of a password, like "my family name".
- Do not reveal a password on questionnaires or security forms.
- Do not share a password with family members.
- Do not reveal a password to co-workers.

Employees must not write passwords down and store them anywhere in their office. Passwords must not be stored on any computer system without encryption.

Employees must not share their passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential, information.

RESPONSIBILITIES

Server administrators are responsible for ensuring the implementation of password management.

ADOPTION DATE: May 11, 2021

LEGAL REFERENCE(S): Children's Online Privacy Protection Act (COPPA), Children's Internet Protection Act, 47 U.S.C. §254 (CIPA); The Family Educational Rights and

Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and International Standards Organization (ISO 27002).

CROSS REFERENCE(S): 4374, 4675, 5147, 5276, 5330, 7100, and all sections under 7100-R.

ADMINISTRATIVE REGULATION: 7200-R, Sections 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, and 13