Secure Schools

Information Security Policy

Password Policy

1. Purpose

This is an internal policy that defines how Aspire Federation manages authentication mechanisms for information technology systems used by its staff and subcontractors.

2. Responsibilities

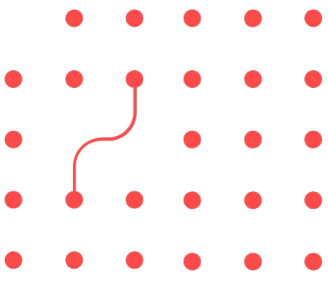
All users, inclusive of employees, subcontractors and suppliers with direct access to the Aspire Federation's information technology systems are expected to conform to this policy.

Aspire Federation's Zulogic/ Cantium are responsible for providing support to users in complying with this policy.

Emma Hickling is responsible for ensuring that this policy is annually reviewed and that changes are made in the event of legislation change or compliance frameworks such as the Cyber Essentials scheme are updated.

3. Default Credentials

Aspire Federation always changes default credentials. Default credentials are changed as a matter of priority upon receiving a new device, factory resetting a device, or commissioning a new service. Accounts and devices are never exposed to the internet before first having their default credentials changed.



4. Strong Passwords

Aspire Federation follows the following principles when creating a new password.

- Are never obvious (easy for an attacker to guess)
- Are never commonly used passwords
- Have never been disclosed in a breach (validated using the HavelBeenPwned service (haveibeenpwned.com)
- Are never re-used when a password expires
- Are never re-used across different accounts

5. Password Disclosure

Aspire Federation employees and contracted staff will never:

- Write down their passwords or encryption keys
- Disclose their password to others

6. Multi-Factor Authentication

All employees and contracted staff at Aspire Federation will ensure that multi-factor authentication is enabled for all devices and services that support this technology.

7. Training

All employees and contracted staff at Aspire Federation are encouraged to remain conversant with password advice from the UK's National Cyber Security Centre.

Approved by	
Date Approved	
Date of Next Review	