Havre Public Schools Password Policy

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

2. 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.

3. 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) on any system that resides at any Havre Public Schools facility, has access to the Havre Public schools network, or stores any non-public Havre Public Schools information.

4. Policy
   4.1   Password Creation

   4.1.1   Users are required to create unique and secure passwords for their Havre Public Schools accounts.
   4.1.2   Generic passwords such as *123456*, *password*, or your name are strictly prohibited.
   4.1.3   Users must not use the same password for Havre Public schools accounts as for other non-Havre Public Schools access (for example, personal ISP account, personal email, bank accounts, and so on).
   4.1.4   Users are required to have a separate password for their district Infinite Campus account.

   4.2   Password Change

   4.2.1   User will be required to change their network passwords a minimum of once a year

   4.3   Password Protection

   4.3.1   Passwords must not be shared with anyone. All passwords are to be treated as sensitive, confidential Havre Public Schools information.
   4.3.2   Passwords must not be inserted into email messages or any other forms of electronic communication.
   4.3.3   Passwords must not be revealed over the phone to anyone
   4.3.4   Do not reveal a password on questionnaires or security forms.

4.3.5　　Do not hint at the format of a password (for example, "my family name").

4.3.6　　Do not share Havre Public Schools passwords with anyone, including administrative assistants, secretaries, managers, co-workers, or family members.

4.3.7　　Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on a computer system or mobile devices (phone, tablet) without encryption.

4.3.8　　It is highly recommended to not use the "Remember Password" feature of applications (for example, web browsers).

4.3.9　　Any user suspecting that his/her password may have been compromised must report the incident to the HPS Tech Department and change all passwords.

5. Policy Compliance

5.1 Exceptions: Any exception to the policy must be approved by the Superintendent or his designee in advance.

5.2. Any violation of this policy, or negligent act resulting a violation of this policy, is subject to discipline in accordance with District policy and applicable collective bargaining agreement. The School District reserves the right to seek remedies available under the law to recover financial losses to the School District resulting from employee negligence or intentional acts covered by this policy.

5.3 Any loss of data or data breach that occurs under this policy will be the responsibility of the offender.

6　　Revision History

Date of Change	Responsible	Summary of Change
November 2016	HPS Tech Committee	Created and approved
April 2017	Mr. Mueller	Edited Language
August 2017	Mr. Mueller	Converted to Word