

SUBJECT: ACCOUNT PASSWORDS

The Board of Education recognizes the need to set a standard for creating, protecting, and changing account passwords and to maintain access management processes that ensure appropriate access will be afforded to electronic information resources (e.g. password complexity requirements and multi-factor authentication). Regulations have been developed that outline the actions and activities required to maintain secure passwords and multi-factor authentication. The Board of Education directs the administration to oversee and monitor these regulations. (Refer to Regulation #5810R.)

Passwords and Multi-Factor Authentication (MFA) are a critical part of information and network security. Passwords serve to protect user accounts, but a poorly chosen password, if compromised, could put the entire network at risk. As a result, **ALL** Churchville-Chili Central School District (CCCSD) user account holders are required to take appropriate steps to ensure that they **are enrolled in MFA and** create strong, secure passwords and keep them safeguarded at all times.

Staff members who engage in unacceptable use may lose access to the District computing network and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully attempts to damage or destroy property of the District. (Refer to Policy #6470, *Staff Use of Computerized Information Resources*.)

Adopted: 3/11/2008

Revised: 10/2/2023

Reviewed by Superintendent, Assistant Superintendent for Business Services and IT Director on 10/5/2023. This policy will become obsolete once the Data Security Policy is created. The recommendation is to keep this policy as is until that time. Approved by BOE at the 10/24/23 meeting.