LVJUSD Password Requirements and Guidelines

The security of confidential student information and other sensitive data on the Livermore Valley Unified School District's computer network is a fundamental responsibility of everyone at LVJUSD and inherently involves the cooperation of the user community. Passwords are the keys that control access to highly confidential information on the LVJUSD network. Maintaining the confidentiality of all network passwords is a primary goal of any security protocol. The purpose of this requirement is to reinforce network security by establishing a strong but reasonable password protocol that follows common guidelines recommended by security professionals.

Password Complexity Requirements

1. Passwords must:
   - The password is at least 12 characters long
   - The password contains characters from the following categories
     - English uppercase characters (A-Z)
     - English lowercase characters (a-z)
     - Base 10 digits (0-9)
     - Non-alphanumeric (for example: !, $, #, @!, or %)
     - Do not include 3 or more characters of username
     - Do not reuse last 3 previous passwords

2. It is highly recommended that passwords are NOT based on your name, userID, birthdates, addresses, phone numbers, relatives' names, pets, or any other personal information. Also, do not use repetitive characters (e.g. "4444" or "jjj", etc.) in your password.

3. Passwords will not be required to be changed unless there has been suspicious activity or the password has been compromised.

   - You need not wait to be prompted or notified by the system to change your password.
   - You may change your password at any time by:
     - Using the LVJUSD Single Sign-on Portal – https://launchpad.classlink.com or
     - Using the Ctrl-Alt-Delete keyboard command on a PC or

   - When passwords are changed, they must be updated on phones, tablets, and Macs that you use to access wireless or email directly in each device settings section.