

# Password and Screen Lock Policy

## Village Infants School



**Approved by:**

Governing Board

**Date:** Pending Approval at  
QofE Committee Meeting  
11.12.25

**Last reviewed on:**

Sept 2025

**Next review due by:**

Sept 2026

## 1. Purpose

This policy ensures the security of school systems, data, and devices by defining password standards and screen lock requirements. It supports compliance with UK GDPR, the Data Protection Act 2018, and DfE Cyber Security Standards.

## 2. Scope

Applies to:

- All staff (teaching, support, administrative)

## 3. Screen Lock Requirements

To prevent unauthorised access:

- Admin staff and Senior Leadership Team computers and devices activate a screen lock after 5 minutes of inactivity.
- Teachers' screens will lock after 30 minutes to avoid disruption to class teaching.
- : Devices must lock automatically without user intervention.
- Enforcement: Use Group Policy Objects (GPOs) or equivalent tools to apply these settings across all devices. No Manual Action Required.

## 4. Minimum Requirements for Password Strength

### Password Strength:

- Minimum 12 characters
- Must include: Uppercase and lowercase letters, at least one number, and at least one special character (e.g., ! £ %)
- Avoid: Personal information (birthdates, names), easily guessed words, and simple variations of previous passwords.
- These requirements are enforced by GPO.

### Good Practice:

- Use three random words combined with numbers and symbols (e.g., Blue7!Tree&Cloud).
- Do not write down passwords or share them.
- Change passwords immediately if compromise is suspected.

## 5. Responsibilities

- Governors: Approve and monitor implementation.
- Headteacher: Ensure compliance and staff training.
- Staff: Follow this policy and report breaches.

## 6. Compliance

This policy will be reviewed annually or sooner if guidance changes.s