

## ITASS Data Security Guidance

### Advice to schools about the importance of choosing a secured password for their login accounts

We suggest that in choosing a password for your account, you should make it difficult to guess. For example, you should not use dates of birth of yourself, children and spouses. You should avoid the use your children's names when choosing a password, et cetera. As guidance, we suggest that you use password which are complex. Basically when you use a complex password, it would be difficult to guess, difficult to hack (password breaking software) et cetera.

These are the minimum requirement for the complexity of a password.

- Must be at least six characters long.
- Contains characters from the following categories.
  1. English uppercase characters (A-Z)
  2. English lowercase characters (a-z)
  3. Base 10 digits (0 through to 9)
  4. Non- alphabetic characters (for example, \$, £, %, #)

An example of a complex password;Rav3ncroft22\$.

Also as guidance, we suggest that you enable and password protect your screen saver. The benefits of this for example, if you are away from your work area for some time, your workstation will automatically lock itself during a prolong inactivity. This will prevent other people from accessing your workstation to view or get data unauthorised. It also saves you the embarrassment or serious disciplinary issues when someone gets into your computer to perform a fraudulent action or inappropriate visiting dubious websites, et cetera.

To configure your screen saver and password protect it, please follow the instructions below

- Right click anywhere on your desktop (You get the display properties)
- Click on the screen saver tab.
- Choose your screen saver picture/object, set the time (we suggest 10 minutes) and make sure you place a tick (on resume password protect). This is very important.