

PASSWORD POLICY SUMMARY

DET Password Policy Summary:

Policy No. ICT 5.3-04 July 2014

To communicate Department of Education and Training (the Department, DET) rules concerning **use and security of passwords** that must be observed while conducting Departmental activities.

The requirements defined within this policy **will assist to mitigate the risk of unauthorised access** to DET Information and Communications (ICT) systems and applications, thereby **safeguarding the confidentiality, integrity and availability of information**.

Staff, students and other authorised users **must take reasonable steps to protect the secrecy of their passwords**, including but not limited to:

1. Users must not share their userID (user name) and password with a third party.
2. Users must not write down their password and leave in a place where it could be easily found.
3. Users must take care when typing their password if they are being observed.
4. Users must change their password if they suspect someone else knows it.

To read the DET Password Policy in full please go to www.edugate.eduweb.vic.gov.au and search for *Password Policy*

Users must:

- change their initial (temporary) password at first log on
- enter new passwords twice for confirmation of accuracy
- keep a new password a minimum of one day before changing it
- change their password at least once a year (within 365 days)

The Department's Password Policy has been strengthened to provide improved security through the use of stronger passwords, called '**Complex 7**' passwords. A strong password is important as it provides better protection for personal data and sensitive business information when you access these systems.

'Complex 7', passwords must contain at least:

- 7 characters (up to a maximum of 32 characters)
- at least one character from at least three of the four sets below:
 - uppercase letter (A-Z)
 - lowercase letter (a-z)
 - numeral (0-9)
 - special characters and punctuations (e.g. !@#\$%^&)

Your 'Complex 7' password must be different from your last eight passwords and changed on a regular basis.

Note: Your password **cannot** be you own name (first name or last name) in full.

