

Topic:	Electronic Password Procedure for Email and Computer Logins
Effective:	February 2013
Cross-Reference:	Halton District School Board Privacy and information Policy Halton District School Board Password Guidelines
Revision Date:	February 2019
Review Date:	February 2022
Responsibility:	Superintendent of Education (information Services)

INTENDED PURPOSE:

The Halton District School Board will use an enforceable password process to provide greater complexity, proportional to the level of confidential and private electronic information for student or employee group(s) access.

PROCEDURES:

For the purposes of this Procedure, the following terminology and understanding will be applied.

Active Directory is the technology used to authenticate users logging in to their workstation and accessing network resources.

Each employee role will be assigned the "Password Level" found in the following table.

Employee Role	Password Level
Students	Basic
All teaching staff, Educational Assistants	High confidentiality
All Superintendents / Director	High confidentiality
All Information Services staff (regular accounts)	High confidentiality
Information Services staff (privileged accounts)	High security
School Operations Executive Assistants	High confidentiality
Communications Department, Director's Office Staff	High confidentiality
Student Services, Business Services, Human Resources, Research	High confidentiality
Planning Department	Medium confidentiality
School Programs staff	Medium confidentiality
Facility Services staff	Medium confidentiality
School Administration (Principals, Vice-Principals)	High confidentiality
School Secretaries	High confidentiality
All other staff, including occasional staff	Regular
Trustees	Medium confidentiality