State of Arkansas

Best Practices Statement – K-12 Password Management

Title: K-12 Student Password Management

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1.0 Purpose

Passwords are the most common way to allow access to computer systems and it is important to use a hard to guess password to prevent unauthorized access.

2.0 Scope

This best practices statement is recommended for students in the K-12 schools enrolled in the 4th grade and older.

3.0 Background

Act 723 of 2007 gives the Arkansas Department of Education the authority to implement policies to provide for data quality and security with the Arkansas Public School Network.   In support of the Department of Education, the Department of Information Systems has developed password best practices for the K-12 students enrolled in the 4th grade and older.

4.0 References

4.1   Act 723 of 2007: An Act to Provide for Improved Processes to Ensure the Quality, Security, Validation, and Timeliness of Public School Data in the Arkansas Public School Computer Network

4.2   Act 751 of 2007: Authorized the Department of Information Systems to develop security policy.

5.0 Best Practices Recommendation

5.1   Passwords for access to school and educational service cooperative networks and applications containing sensitive and/or confidential information should be:

5.1.1   At least eight characters in length with a mixture of alpha and nonalpha characters
5.1.2   Changed a minimum of every semester

5.2   K-12 students with elevated access should utilize passwords that comply with the state password management standard (SS-70-002).

6.0 Definitions

6.1   Password:
A secret word or code used to serve as a security measure against unauthorized access to data or systems.