



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

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Superintendent of Public Instruction

**Dicky Shanor**

Chief of Staff

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edu.wyoming.gov  
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## **Password Management Policy**

Policy #: 4000-021

Version #: 2.0

Approved By: Jillian Balow, Superintendent, State of Wyoming  
Department of Education

Effective Date: May 1, 2016

### **Purpose:**

The purpose is to implement a policy for creating, changing, and safeguarding passwords.

### **Scope:**

This policy applies to all State of Wyoming, Department of Education (WDE) workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to student data and sensitive information by WDE. All workforce members are responsible for the security of protected information.

### **Policy:**

WDE requires that:

- All passwords must be changed at least once every 60 days. Systems not currently enabled to prompt for password changes will be reviewed and a project plan developed to bring system into compliance
- All production system-level passwords must be part of the WDE's Information Security Officer (ISO) administered global password management procedure
- User accounts that have system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by that user
- Unique, identifiable user accounts must be used; generic user accounts are not authorized unless WDE ISO has approved
- User-ids and passwords must not be inserted into a single email message but broken out into two separate emails
- Passwords should not be transmitted utilizing any application source that used only clear text; transmission must be encrypted

Users must select strong passwords. Strong passwords have the following characteristics:

- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be at least eight characters in length
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)



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Further, systems that authenticate must require passwords of users and must block access to accounts if more than three unsuccessful attempts are made.

Members of the workforce must follow these guidelines for passwords:

- Don't reveal a password to ANYONE (If someone demands a password, refer them to this document or have them call the WDE ISO)
- Use different passwords for each of your accounts
- Always log off or "lock" your system if you leave it for an extended period of time, i.e. 5 minutes
- Avoid entering passwords when using unsecured Wi-Fi connections, i.e. airports, coffee shops, etc
- Avoid entering passwords on computers you don't control i.e. Internet café, public library, hotels, etc
- Do not use the "Remember Password" feature of applications (Oracle, Outlook, Wyoming Education Fusion portal, web browsers, and so on)
- Do not write passwords down and store them anywhere in your office. Further, passwords must not be stored on ANY computer system (including smartphones or similar mobile devices) without encryption

Responsibilities:

The WDE ISO is responsible for ensuring the implementation of the Password Management Policy.

Password cracking or guessing may be authorized to be performed on a periodic or random basis by the WDE ISO. If a password is guessed or cracked during one of these scans, the user will be required to change it.

Compliance:

Failure to comply with this or any other security policy will result in disciplinary actions as per HR Policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99);  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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