




## Policy: Password Policy

**ChildNet Number:** CN 012.019  
**Original Approved Date:** June 22, 2010  
**Policy Revised Date(s):**  
**Policy Sunset Date:**  
**COA Standard(s):** FIN 2, RPM 6.01

### Statement of Policy:

ChildNet's policy is to ensure that appropriate secure password protocols and measures are implemented and followed to protect the viability and integrity of ChildNet's computer and communications networks and resources.

**Board Chair's Signature:**  **Date:** 11/15/10



## Procedure: Password Policy

**ChildNet Number: CN 012.019**

**Original Approved Date: June 22, 2010, June 10, 2014**

**Procedure Revised Date(s): September 11, 2013**

**Procedure Sunset Date:**

**COA Standard(s): FIN 2, RPM 6.01**

### Definitions (If any)

### Statement of Procedure

This policy encompasses all ChildNet employees, contractors and vendors with access to ChildNet's systems who require passwords to access local internet/intranet resources and network systems.

- A. All ChildNet employees, contractors and vendors with user access to computers must change their password every 60 days. A password change is automatically prompted on each user at the end of the 60<sup>th</sup> day.
- B. Passwords must be at least eight characters in length.
- C. Each user has three attempts within 30 minutes to enter a correct password before they are locked out of the system.
- D. Users may not use their last five passwords when creating a new password.
- E. Every computer has built in process to terminate the session at a pre-determined timeframe to further facilitate data security and confidentiality.

See also CN 012.017 Virus Prevention and CN 012.003 Electronic Mail.

**President's Signature:**

**Date:**

06-25-14