



Red Clay Consolidated School District

# TECHNOLOGY MEMORANDUM

**To:** Employees  
**From:** Office of Technology  
**Subject:** Password Policy

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Passwords are used for many district applications to provide a means of authentication and are an essential security measure. This policy defines standards for the creation of strong passwords and their usage. All Red Clay employees are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

- Strong passwords must be at least 8 characters long and contain the following criteria:
  - Upper case letters
  - Lower case letters
  - Numbers
  - Symbols
- Previous three passwords cannot be used.
- Cannot contain any part of name
- Passwords will expire every 120 days and users will be prompted to reset their password.
- Passwords are given for individual use and should not be shared.
- It is a violation of the Acceptable Use Policy to distribute passwords, or log-in with another user.
- If it is found that users are sharing, or allowing the sharing of, passwords for district or state applications steps of progressive disciplinary action will be put in place. If repeated incidences occur users will be referred to Human Resources for further disciplinary action.

If you have questions or need additional information, please contact the Red Clay Help Desk at:

636-HELP or at [helpdesk@redclay.k12.de.us](mailto:helpdesk@redclay.k12.de.us)