

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

1000 GENERAL ADMINISTRATION

1051 PASSWORD AND ACCOUNT POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to ensure that account passwords provide secure access and are carefully created and used. This Password Policy applies to all information systems and information system components of Bay de Noc Community College.

PROCEDURE:

- 1051.1 Passwords must be constructed according to set length and complexity requirements. As such, passwords must be at least 8 characters in length and must include a mix of letters and numbers, include at least one special character, and cannot be any combination of a user's name or userid. These requirements are subject to change without notice.
- 1051.2 Passwords will have a lifespan. As such, passwords must be replaced at least once every 365 days.
- 1051.3 Passwords may not be reused any more frequently than every 6 password refreshes. Reuse includes the use of the exact same password or the use of the same root password with appended or pre-pended sequential characters.
- 1051.4 Passwords shall be used and stored in a secure manner. As such, passwords are not to be written down or stored electronically, unless encrypted utilizing the customary encryption protocols of the time.
- 1051.5 Passwords shall be obscured during entry into information system login screens and are to be transmitted in an encrypted format.
- 1051.6 Passwords shall be individually owned and kept confidential and shall not be shared with any other person under any circumstances.
- 1051.7 Non-Compliance Penalties

Penalties for violation of this policy will vary depending on the nature and severity of the violation. Penalties may include:

- Disciplinary action, including, but not limited to, reprimand, suspension and/or termination of student access or employment.
- Civil or criminal prosecution under applicable state and federal law(s).

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