

 Information and Communications Technology Division	Policy	
	Effective Date	Date of Last Revision
	April 26, 2005	August 18, 2004
	Chapter Number	
	8.0 Security	
Title		
8.1 Password Policies for Electronic Systems		

1.0 Purpose

The purpose of this policy is to authorize and direct the establishment of standards, guidelines, and procedures for creation of strong passwords, the protection of those passwords, and the frequency of password change.

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of Eastern Michigan University's entire corporate network. As such, all persons using Eastern Michigan University computing equipment, and computing and communication networks (the electronic infrastructure of Eastern Michigan University), including, without limitation, full and part-time employees (including contractors and vendors with access to Eastern Michigan University systems), students, student employees, full and part-time faculty and staff, and other persons using the electronic infrastructure of Eastern Michigan University are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

2.0 Scope

This policy applies to any person in possession of any account name, user identification, or password that allows access to the electronic networks, electronic infrastructure, and any attached devices or other networks, including the data, information, hardware, and software of Eastern Michigan University or any other person or entity which are accessible through the use of the account name, user identification, or password, however obtained.

3.0 Policy

Strong electronic password standards, guidelines, and procedures are needed and shall be created by the Information and Communications Technology Division (ICT) Technical Security Committee and approved by the ICT Director of IT Security Administration, the ICT Director of Network and Systems, and the Chief Information Officer of Eastern Michigan University.

If deemed advisable for security purposes, the standards, guidelines, and procedures, or part of them, may be kept out of the public view and distributed only to those persons who must adhere to this policy and the supporting standards, guidelines, and procedures.

Different levels of password security, if appropriate, may be created for users and accounts with differing levels of access and authorization, at the discretion of the creators of the standards, guidelines and procedures derived from this policy.

4.0 Responsibility for Implementation

The ICT Director of IT Security Administration and the Director IT, Network and Systems shall have the responsibility and authority to cause this policy to be implemented and maintained.

5.0 Enforcement

Any user found to have violated this policy, or the supporting standards, guidelines, or procedures may be subject to loss of certain privileges or services including, but not necessarily limited to, the loss of Network Services, possible University disciplinary actions up to and including termination of employment, as well as possible civil and criminal penalties.

6.0 Definitions

<u>Term</u>	<u>Definition</u>
Standards	Mandatory activities, actions, rules, or regulations designed to provide policies with the support structure, and specific direction they require to be meaningful and effective. They are often expensive to administer and, therefore, should be used judiciously.
Guidelines	General statements designed to achieve the policy objectives by providing a framework within which to implement procedures, whereby standards are mandatory, guidelines are recommendations.
Procedures	Explains specifics of how the policy and the supporting standards and guidelines will actually be implemented in an operating environment. ICT.
ICT Partners	Any Eastern Michigan University faculty, staff, student, alumni utilizing ICT technical environment. In addition, third party vendors, guest employees, and consultants may be considered.

7.0 Revision History

<u>Requestor</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Dorendorf	Initial Draft		
Schaffer	Comments Incorporated		
Barr	Substantial Revision	July 19, 2004	
Barr	Minor deletions	August 2, 2004	
Dorendorf/Barr	Major revision of Scope section.	August 18, 2004	
Michalak/Barr	Minor revisions and final clean-up	August 18, 2004	
	Approved by Margaret Cline	September , 2004	October 1, 2004
Barr	Final formatting in Word Template and submission for Web publication	December 9. 2004	
Policy Committee/ Barr	Assign Chapter and Policy Number; submitted to Margaret Cline and Scot Putney for publication to Interim Provost, Cabinet, and ICT Policy Web site.	April 26, 2005	