

**ADDENDUM
Procedure:
Electronic Wireless Network and Internet Safety**

Network Security and Privacy within Skyward

The attached 'Outline of Local Security Controls' will apply to Skyward accounts.

Adoption Date: April 16, 2018
School District Name: Mary Walker School District No. 207
Date: 04.18



Outline of Local Security Controls

Your security comes first. Ensuring the privacy and security of your data is a top priority. Security and protection of data is a partnership with our cooperative members. This document outlines the *local* security controls available *to help you secure your data*.

Within Skyward, Districts control their local security

Why do districts have local control for Skyward security configuration?

The data *belongs to the district!* And because each district's security model can be different. The NE Washington Information Service Center and WSIPC are happy to provide recommendations for your security configuration and to assist with implementing any changes.

What are *our* recommendations for Skyward security settings; including password length, characteristics, and expiration?

We recommend configuring the Strong Password Options in Skyward, with the following settings:

- | | |
|--|---------------|
| ▪ Use Case-Sensitive Passwords | Checked |
| ▪ Number of Numeric Characters: | Minimum one |
| ▪ Number of Special Characters: | Minimum one |
| ▪ Minimum Password Length: | Minimum eight |
| ▪ Number of Passwords Before Reuse: | Minimum three |
| ▪ Number of Days until Password Expires: | Maximum 120 |
| ▪ Maximum Login Attempts Before Lock: | Five |

For WISE access (aka Remote Desktop Services) the following are mandatory:

- Minimum password length is eight characters
- Passwords must contain three of the following: uppercase character, lowercase character, number, special character
- Passwords expire after 120 days
- New passwords cannot be the same as the previous five passwords

What other tools can districts use to increase security?

Districts can use the Lightweight Directory Access Protocol (LDAP) functionality that is built into Skyward. This means that Skyward uses the district's Microsoft Active Directory domain security, and signing in to Skyward uses the same security model as is used to sign in to the district's computers.

If you have any questions regarding data privacy or security, contact Tim Colliver, Director of the NE Washington Information Service Center at (509) 789-3584 or tcolliver@esd101.net.