



مدرسة الشارقة الأمريكية الدولية
Sharjah American International School

SHARJAH AMERICAN INTERNATIONAL SCHOOL – UMM AL QUWAIN

ICT Acceptable Use Policy Staff Agreement / Password Security Policy

This is how I will protect my password:

- I will follow the school Password Construction Guidelines to create a strong password
- I will change my password every 90 days.
- I will not share my password with anyone.
- I will contact Mr. Kumar or Mr. Youssef if I want my password to be reset.
- I will immediately inform the Online Safety Group if I suspect my password has been compromised. I will immediately change my password.
- I have read, understood, and will abide by the Password Protection Policy. I further understand that any violation of this policy may be subject to disciplinary action, up to and including being terminated:

1st Occurrence: Verbal warning / Written Warning is issued depending on the violation degree

2nd Occurrence: Final Written warning is issued, the staff member signs an undertaking.

3rd Occurrence: Dismissal from SAIS

Name:

Role:

Signature:

Date:

This policy was reviewed in August 2021.