



101 SW Main Street; Suite 1300
Portland, Oregon 97204

Phone: (503) 414-3200
Fax: (503) 414-3103

Memorandum from Bob Graham

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**Use of NRCS Computer Equipment
(From NRCS Oregon Bulletin OR-270-2004-1)**

1. **DO** use the government computers for authorized purposes only. **DO NOT** use the color printers for any use other than government business.
2. **DO** use the computer for limited use on **lunch break or before or after work**. Limited use is checking your TSP balance, checking USAJOBS, checking personal investments, and working on a government job application. **DO NOT** use the government computers to earn outside income or for private gain, for any activity relating to a personal business or assisting friends or relatives in their personal businesses.
3. **DO** use the USDA-provided Internet Explorer access to the Internet. **DO NOT** have an expectation of privacy when you use the Internet on a government computer – when you log on, you are consenting to disclose any information passed through that computer.
4. **DO NOT** open your personal e-mail accounts on a government computer. Personal e-mail accounts do not have the firewall protection needed to keep viruses or shareware that can be passed from spam on your personal e-mail accounts off of our machines.
5. **DO NOT** access pornography sites, radio broadcast sites, gambling or games of chance sites, and Internet chat rooms on a government computer.
6. **DO NOT** download music from any site. You can listen to CD's played on your computer's CD-ROM.
7. **DO NOT** store any more than 50MB of personal files (pictures or documents) on the C-drive of your computer. **DO NOT** store any personal files on the shared drives of your computer.
8. **DO NOT** download Webshots or any other commercial screensaver onto your computer. If you want to display pictures you have stored on your C-drive, use the "My Pictures Slideshow" feature of the screensaver selections available through the computer's Control Panel.
9. **DO** contact your office Systems Administrator first when you are experiencing problems with your computer. If your office Systems Administrator cannot fix the problem, they should email or contact the IT Specialist serving your office.
10. **DO** protect the security of your password and computer by locking up anything you have written your password on.