



## National Association of FSA County Office Employees

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### Government Computer Usage

**NASCOE Members** repeatedly ask for a list of DO's and DON'Ts on FSA computers and email usage. Your NASCOE leadership agrees with this need, however, it is impossible to identify every potential situation that could result in an employee receiving a reprimand, suspension, or even someone losing their job from misuse of government resources.

This document has been reviewed and approved by DAFO on October 22, 2010.

**As for the DON'Ts, here's what we do know.** Government computers, internet, email and other resources can never be used to solicit monies on behalf of NASCOE or our State Affiliates. These items can definitely never be used for political purposes, including lobbying Congress for support or repeal of any legislation, program, or proposal, or frankly, anything.

**What can we DO?** The membership can be kept informed through the electronic newsletter "NASCOE Now". Information on benefits, awards and scholarship deadlines can also be offered. It is permissible to write, submit and read negotiation/consultation items. There is no problem in relating concerns and issues and how they relate to FSA. And, you may offer questions, suggestions and solutions to your NASCOE leadership.

**When in doubt...** Good Judgment and Common Sense never cost anyone their job. If you question an email's subject matter, don't send it! If you still care about earning thousands of income dollars, don't send it! While you cannot control emails received, you can control what is passed on or saved. When in doubt, throw it out!

You have heard that occasional personal use of government resources is permissible. This is a privilege not a right or entitlement. The quickest way for everyone to lose this benefit is for a few to abuse it. Limit your personal use during breaks or lunch times, or before or after work.

**Your help is needed!** NASCOE and State Affiliates are developing a database of home email addresses. Any item, issue or announcement that is controversial, questionable or lengthy can be sent directly to you at home. This is the preferred method when corresponding with each other as well.

Hopefully this message gives you a better idea of what you CAN and CANNOT do!

Sincerely,

Your NASCOE Executive Board