



TELECOMMUTING FAQs | THE DO'S AND DON'TS OF WORKING FROM HOME

- 1. Can I connect my personal _____ to my INL laptop when telecommuting from home?**
 - a. Monitor: Yes, if it is not a smart device or enabled with Bluetooth capability.
 - b. Wired keyboard and mouse: Yes.
 - c. Bluetooth keyboard and mouse: Bluetooth is acceptable for a keyboard, mouse and headsets. There is a small risk of key stroke interception for these devices, but the likelihood is very low.
 - d. 2.4 GHz keyboard and mouse: This is acceptable for a keyboard and mouse. There is a risk of key stroke interception.
 - e. Wired, wireless or network printers: No, unless it is an INL printer.
- 2. What is Remote Desktop?**
 - a. Remote Desktop is a program or operating system feature that allows a user to connect to a computer in another location (e.g., your work computer located on INL's campus).
- 3. If I need to use Remote Desktop, can I do this from home on a VPN connection?**
 - a. Remote Desktop connections are allowed. Impacts on VPN use are determined by the amount of data transferred through the connection or how many employees are using VPN.
- 4. Can I print controlled unclassified information (CUI) with my home printer?**
 - a. No. Remember: CUI must not be stored on nongovernment systems or storage devices (personal computers, USBs, etc.).
- 5. How do I handle CUI at home?**
 - a. Keep information in your direct possession or locked out of sight in a container or receptacle.
- 6. Can I use my personal cellphone for work-related calls and texts?**
 - a. Phone conversations are acceptable.
 - b. Text messages must not include CUI or other protected data.
 - c. If you have questions, please speak with your manager.