

# A

**Acceptable Use Policy** - This is a policy set up by the network administrator or other school leaders in conjunction with their technology needs and safety concerns. This policy restricts the manner in which a network may be used, and helps provide guidelines for teachers using technology in the classroom.

**Application** - A software program that lets you complete a task, such as writing a paper, creating a poster, designing an image, or viewing a Web page.

**Apps** - Programs that can be installed and run on mobile devices.

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# B

**Bandwidth** - The amount of information that one can send through a connection, measures in bits-per-second (Bps). A standard page of English text contains about 16,000 bits.

**BCC** - Blind Courtesy Copy or Blind Carbon Copy. A way to send an e-mail message to more than one recipient, without the parties knowing that an identical message was sent to others. Using the BCC is a good way to avoid the long list of recipients that your correspondents usually have to wade through in the header of a mass-mailing. See CC.

**Bit** - Binary DigIT. A single digit number in base-2 (either a one or a zero). This is the smallest unit of computerized data.

**Blog** - Online web-based journal where one or more authors post entries about topics

**Bookmark/Favorite** - A time-saving Internet feature to keep an address or URL you wish to return to later.

**Boolean Search Logic** - A search for specific data. It implies that any condition can be searched for using the Search operators AND, OR, and NOT.

**Boot/Rebooting** - (restarting) a computer that is already turned on. Resetting it returns the computer to its initial state; any data or programs in the main memory are erased. A warm boot is sometimes necessary when a computer has crashed, frozen, or "locked-up."

**Browser** - The software application that allows you to view Internet pages.

**Byte** - A set of 8 bits that means something to the computer, like a letter, number, or punctuation mark. For example, the byte 01001000 signifies the character *H*. The three-letter word *hat* requires 3 bytes.

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## C

**Chat** - Typing text into a message box on a screen to engage in dialog with one or more people via the Internet or other network.

**Client/Server** - A term denoting the technology relationship between two types of computers, the client (normally your Mac or PC) and the server (a computer that stores and delivers information or files to you). When surfing the Internet, you are the client, and the pages you are reading come from the server, such as the www4teachers server.

**CC** - Courtesy Copy, derived from the non-digital Carbon Copy. A way to send an email message to a person other than the main recipient or recipients. The CC'ed party can see that they are not the main recipient of the letter.

**CD** - Compact Disc, A physical disc that can hold data.

**Read Only Memory** - A round silver colored disk that comes with a large amount of information embedded and ready to use. (A CD-R is a one-time writable CD. A CD-RW allows you to write to the disk multiple times. A CD-ROM is a read only CD.)

**Click** - (Double click, Control click) Pressing the button on the mouse or track pad to activate a computer command.

**Cloud** - The nonphysical world of the internet, where documents and files can be saved online.

**Command Key** - A key on Mac keyboards only that is used to access commands through the keyboard rather than the menus. Commands are commonly shortcuts.

**Control Key (CTRL)** - A key used to access commands through the keyboard rather than the menus. CTRL commands are commonly shortcuts.

**Control Panel** - A window you can open to adjust various aspects of your computer, such as the volume, fonts, desktop background, mouse speed, and clock.

**Cookies** - A piece of information a website leaves on your computer. Cookies can save personal information and track personal data.

**Copy & Paste** - Selecting text or images and placing them into another document or program.

**Copyright** - Ownership of the right to copy, transform, or redistribute creative works.

**CPU** - Central Processing Unit. The CPU is the hardware that most people consider the "brain" of the computer. It takes instructions from software, makes calculations, and helps run the show!

**Cursor** - A movable indicator on a computer screen identifying the point that will be affected by input from the user.

**Cyberbullying** - Using electronic methods to psychologically intimidate another.

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## D

**Database** - A computerized store (collection) of related information.

**Desktop** - The background behind all your windows, menus, and dialog boxes -- your virtual desk. You can change the look of your desktop by applying different properties to it through your control panel.

**Digital Camera** - A camera that stores its pictures on digital media – disk, memory stick, or internal memory.

**Digital Video Camera** - A video camera that records on digital media – digital video tape or memory stick

**Dock** - The bar on an Apple computer that holds commonly used applications and shortcuts.

**Domain Name** - The unique address name for an Internet site. The part on the left is the most specific, and the part on the right is the most general. Each domain name is associated with one and only one Internet Protocol Number, which is translated by a Domain Name System (DNS).

**Download** - To save a file onto your computer from another source, like the Internet. People often download files, such as freeware, shareware, for installations, and sounds, movie clips, text files, or news streams onto their computer for viewing or listening.

**DNS** - Domain Name System. This is a service that stores, translates, and retrieves the numerical address equivalents of familiar host names that you use everyday (such as the

"www.4teachers.org" in <http://www.4teachers.org>). Each host name corresponds to a numerical address required by standard Internet protocol that the DNS retrieves in order to allow you to remember addresses with names, not numbers. DNS entries are housed on numerous servers worldwide.

**DVD** - Digital Video Disc. Similar to a CD-ROM, it stores and plays both audio and video.

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## E

**Ebook Reader** - An electronic (usually hand-held) reading device that allows a person to view digitally stored reading materials.

**E-mail** - Electronic Mail -- The transmission of messages over communications networks.

**Encryption** - The process of transmitting scrambled data so that only authorized recipients can unscramble it. For instance, encryption is used to scramble credit card information when purchases are made over the Internet.

**Ethernet** - A common method of networking computers in a Local Area Network (LAN). Ethernet can handle from 10,000,000-100,000,000 bits-per-second (or 10-100 megabits-per-second) and can be used with almost any kind of computer.

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## F

**Fair Use** - The ability, in educational settings, to use limited amounts of creative works for purposes directly related to curriculum and instruction.

**FAQs** - Frequently Asked Questions - A listing of questions typically asked along with the answers to the questions. These lists are frequently prepared to help beginners to use computer software.

**Finder** - The Finder is the default open application on a Macintosh, and it's represented by a little, purple, happy face icon in the top right-hand corner of the screen. Most people think of it as the desktop, however, or as the utility that lets you navigate quickly among open programs. When you click on the Finder, you can designate which of your open applications will be the *active* one.

**Field** - In a database record, a category that holds one type of information.

**Firewall** - Hardware and/or software that separates a Local Area Network (LAN) into two or more parts for security purposes.

**Folders** - A folder is an object that can contain multiple documents. Folders are used to organize information/files.

**Fonts** - Sets of typefaces (or characters) that come in different styles and sizes.

**FTP** - File Transfer Protocol. A set of rules that allows two computers to "talk" to one another while transferring files from one to another. This is the protocol used when you transfer a file from one computer to another across the Internet. Many Internet sites have publicly accessible repositories of information that can be obtained using FTP, by logging in using the account name "anonymous." These sites are called "anonymous ftp servers."

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## G

**Graphics** - A two-dimensional or three-dimensional computer image such as pictures, objects, bar graphs, or pie charts.

**GIF** - Graphics Interchange Format. An efficient method of storing graphics developed for CompuServe in the early 1980s. GIF files take up a small amount of disk space and can be transmitted quickly over phone lines. GIFs can be viewed on any computer platform and are best for illustrations, cartoons, logos, or similar non-photographic graphics.

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## H

**Hard Drive** - A device for storing information in a fixed location within your computer. The equivalent of a filing cabinet in an office, the hard drive is used for storing programs and documents that are not being used.

**Highlight** - The process of selecting text or images within a program.

**Homepage** - The page on the Internet which most often gives users access to the rest of the website. A site is a collection of pages.

**Homerow** - The center row of letters on a QWERTY keyboard that is used for the main placement of fingers when touch typing.

**Host** - The name given to any computer directly connected to the Internet. Host computers are

usually associated with running computer networks, online services, or bulletin board systems. A host computer on the Internet could be anything from a mainframe to a personal computer. See also DNS.

**HTML** - Hypertext Markup Language. This is the coding language used to create sites on the World Wide Web.

**Hyperlink** - Generally any text in a file that contains words, phrases, or graphics that, when clicked, cause another document to be retrieved and displayed. Hyperlink most often appears blue and underlined in Web pages.

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## I

**Icon** - Symbols or illustrations on the desktop or computer screen that indicate program files, documents, or other functions.

**Instant Messaging (IM)** - A chat application that allows two or more people to communicate over the Internet via real-time keyed-in messages.

**IP Number** - Internet Protocol number. A unique number consisting of four parts separated by dots, for example 129.237.247.243. This is the number assigned to a host machine which is retrieved by a DNS when a request for an Internet site is made. These numbers usually correspond to unique domain names, which are easier for people to remember.

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## J

**JPG or JPEG** - An efficient method for storing graphic files for transmission across phone lines. Unlike GIF files, JPG files lose a little data when the image is converted, and their files are often much larger than GIFs. However, JPGs are your best choice for photographic images.

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## K

**kilobyte (KB)** - A thousand bytes. Due to the binary nature of computers, it's 210 bytes, technically 1024 bytes.

**Keyboard** - The part of the computer containing the keys and sometimes the mouse. It allows you to type and enter information on the computer.

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# L

**LAN** - Local Area Network. A computer network limited to the immediate area, usually the same building.

**LCD** - Liquid Crystal Display A type of display used in digital watches, many portable computers, and flat screen monitors.

**Linux** - An operating system that is a UNIX clone. It was created by programmer Linus Torvalds, who gave Linux its name. Linux is under special copyright that allows anyone to improve it, but no one to profit from it.

**Listserv** - A very common program used to run a mailing list. Because it is so common, mailing lists are often called listservs, even if they are run with different software.

**Login** - The act of using a unique username and password to access a computer or website.

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# M

**Mailing List** - A system that allows people to send e-mail to one address, which is then copied and sent to all of the other subscribers to the mail list. In this way, people who may be using different kinds of e-mail access can participate in discussions together.

**Menu Bar** - A horizontal strip at the top of a window that shows the menus available in a program.

**Motherboard** - A computer's main circuit board, containing the [CPU](#), microprocessor support chips, [RAM](#), and expansion (bus) slots. Also known as the logic board.

**Monitor** - The screen that displays the images, files, documents, etc. that the user is using.

**Mouse** - A handheld device that moves the computer screen cursor by rolling a plastic ball (or laser light) along a flat surface, communicating with the computer by cable.

**Multimedia** - Multiple forms of communication including sound, video, video-conferencing, graphics, and text.

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# N

**Newsgroup** - Usenet newsgroups are Internet discussion groups whose topics are about as diverse as you can imagine. If you have an original idea for a newsgroup, and gather some people who want to subscribe, you can probably begin a newsgroup.

**Network** - A group of connected computers that allows people to share information and equipment. Many schools have a Local Area Network and are also connected to a Wide Area Network, such as the World Wide Web.

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# O

**Operating system (OS)** - This is the programming that makes your computer run its most basic functions. Some examples are UNIX, Linux, Windows 95, 98, or NT, and Mac OS X and iOS.

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# P

**PDF file** - Portable Document Format, The page description language used in the Acrobat document exchange system.

**Peripheral Device** - Any device added to the computer.

**Personal Computer (PC)** - A microcomputer with its own processor and hard drive. Although technically this refers to all such computers, including Macs. The term PC is nearly synonymous with only the IBM-compatible microcomputers.

**Plagiarism** - Using another person's creative works or ideas without giving credit to the original source.

**Plain text** - This is text without extraneous codes that designate font size, font style, etc. See ASCII.

**Plug-in** - A small piece of software that adds features to already existing, usually large, programs.

**Portable Document Format** - The page description language used in the Acrobat document exchange system.

**Post** - A message submitted to an internet message board or blog.

**Projector** - A piece of equipment used to display an image onto a screen.

**Pull down Menu** - A list of options that "pulls down" when you select a menu at the top of a window. For example, the File menu in most programs is a pulldown menu that reveals commands such as **open**, **new**, and **save**.

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## Q

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## R

**RAM** - Random Access Memory. Readable and writable memory that acts as a storage area while the computer is on, and is erased every time the computer is turned off. This memory stores data and helps execute programs while in use.

**ROM** - Read Only Memory. Readable memory that cannot be corrupted by accidental erasure. ROM retains its data when the computer is turned off.

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## S

**Search engine** - Any of a number of giant databases on the Internet which store data on Web sites and their corresponding URLs. Some popular search engines are Google, Metacrawler, Alta Vista, and Excite.

**Server** - A computer or software package that provides a specific service to [client](#) software running on other computers. The term can refer to a particular piece of software, such as a WWW server, or to the machine on which the software is running, hence the popular phrase: "The server's down."

**Shortcuts** - Key strokes that enact the same commands available in the menus of a program. They are quicker and more direct, and usually involve two or three keys depressed simultaneously. An example is the **save** shortcut "**CTRL + s**" on a PC or **+s** on a Mac.

**Social Networking** - An online community where people can collaborate and share information including pictures, videos, and messages.

**Spam** - Mass emails sent out in order to market products or get personal identity information from users.

**Spreadsheet** - A software tool used to organize data in a row and column format and to perform multiple calculations.

**Surf** - Move from place to place on the Internet searching for topics of interest.

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## T

**TCP/IP** - Transmission Control Protocol/Internet Protocol. The programming protocols invented by individuals in the U.S. Department of Defense to carry messages around the Internet.

**Technology** - The application of scientific discoveries to the development and improvement of goods and services that ideally improve the life of humans and their environment. Such goods and services include materials, machinery, and processes that improve production or solve problems. In schools, technology ranges from pencils, books, and furniture to lighting, transportation, computers, and more. Most common references in schools imply computing or computer-related programs.

**Texting** - The use of cell phones to send short text messages to another cell phone user.

**Troubleshooting** - The act of problem solving in order to repair failed products

**Trackpad** - The square area on a laptop that acts as a mouse when you drag your fingers over the pad.

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## U

**USB** - Universal Serial Bus A type of port on the computer that peripheral devices can be plugged into.

**URL** - Uniform Resource Locators. This is the address of any given site on the Internet. The URL of our site is: *http://www.blairschools.org*.

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# V

**VGA** - Virtual Graphics Array. This standard video graphics adapter was created by IBM and has been since improved in Super VGA, which generally supports "true color" or 16.8 million colors.

**Virtual** - With regard to memory, virtual refers to temporarily storing information on the hard drive. Virtual memory is controlled automatically by the operating system.

**Virus** - A destructive computer program that invades by means of a normal program and damages the computer system.

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# W

**WAN** - Wide Area Network. This network connects several computers so they can share files and sometimes equipment, as well as exchange e-mail. A wide area network connects computers across a large geographic area, such as a city, state, or country. The World Wide Web is a WAN.

**Wiki** - A collaborative website where many users can edit and add information.

**Word Processor** - The software used to produce documents, such as letters, posters, reports, and syllabi. Common word processors used in schools are MS Word, Open Office or Pages.

**WYSIWYG** - What You See Is What You Get. Monitor output that closely resembles the printed output. Most software now offers WYSIWYG options, like "print preview."

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# Y

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# Z

**Zipped Files** - Zipped files are files that are compressed and must be "unzipped" to be read. Zipped files download faster because they are smaller than an uncompressed equivalent.