

GLOSSARY

Acceptable Use Policy (AUP)

A set of standards and rules between the user and district.

Accuracy

A measure of error in keyboarding.

Adware

A software application in which advertisements are displayed while the program is running, especially in pop-up windows or banners, and which often is installed without the user's knowledge or consent; also see Spyware.

Application

A computer program with a user interface.

Animation

The design of making an object in such a way as to make it appear to have motion.

Antivirus

A software program designed to identify and remove a known or potential computer virus.

Automated Teller Machine (ATM)

An unattended electronic machine in a public place, connected to a data system and related equipment and activated by a bank customer to obtain cash withdrawals and other banking services; also called automatic teller machine, cash machine, money machine.

Backup

To make a copy of data and store it separately from the original.

Bookmark

A user-definable list that allows a person to easily display a certain location or document on the World Wide Web.

Boolean Logic

An electronic searching strategy that analyzes and develops relationships between key ideas by using Boolean operators (AND, OR, NOT).

Booting

The process of loading the operating system software into memory to start up a computer; also called starting.

Browser

Software used to access the World Wide Web (Internet) to view text, as well as a variety of other media type.

Building Codes

Set of standards established and enforced by local government for the structural safety of buildings.

Case Sensitivity

Feature of some electronic operating systems, such as UNIX, that demands exact use of lower case or upper case letters.

Cell

A box or other unit on a spreadsheet or similar array at the intersection of a column and a row.

Central Processing Unit (CPU)

The part of a computer (a microprocessor chip) that does most of the data processing; the CPU and the memory form the central part of a computer to which the peripherals are attached.

Chart

A sheet presenting information in the form of graphs or tables.

Chat Rooms

An Internet site or online service which facilitates "live" communication. Unlike E-mail, with each person sending mail and waiting for a reply, chat rooms permits two or more people typing comments back and forth in a conversational style.

Children's Internet Protection Act

Federal law to address concerns about access in schools and libraries to the Internet for the protection of minors.

Citation

A quoting of an authoritative source for substantiation.

Client/Server Network

A network arrangement with a server and one or more clients. The server is a computer which provides resources such as data management and/or allows clients to share information with each other.

Clip Art

A library of pictures, photographs, or images that can be used in any documents and presentations.

Collaboration

Working together, especially in a joint intellectual effort.

Column

One of two or more vertical sections of typed lines lying side by side on a page and separated by a rule or a blank space.

Compact Disk (CD)

Compact disc; typically can contain data, audio, and video.

Compact Flash Drive

A portable storage device.

Component

An individual part or element used in the assembly of a computer system.

Computer

A machine that accepts input, processes it according to specified rules, and produces output.

Computer-Aided Design (CAD)

The use of a computer and special graphics software to aid in product design.

Computer Application

An executable program capable of performing a specialized function such as games, educational programs, and communications software. Word processors, databases, and spreadsheets are also examples of an application.

Concept Map

A special form of a web diagram for exploring knowledge and gathering and sharing information.

Cookie

Software that resides on your computer that can identify to commercial users the type of user you are. You can turn cookies off to protect your privacy.

Copyright

The legal right granted to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

Cyberspace

The vastness of the Internet.

Data

Numerical or other information represented in a form suitable for processing by computer.

Data Collection

The act of collecting data.

Database

A collection of data arranged for ease and speed of search and retrieval. Also called data bank.

Desktop Publishing

Using computers to lay out text and graphics for printing in magazines, newsletters, brochures, etc.

Digital Camcorder

A self-contained unit of communications equipment made up of a lightweight, hand-held television camera and a videocassette recorder.

Digital Camera

A camera that encodes an image digitally and store it for later reproduction.

Directory

An area of a disk named and distinguishable from the rest of the disk so one can better organize data and files. In a windows-based environment, a folder represents a directory.

Distance Learning (e-learning)

Educational process conducted over an extended area usually by electronic means such as closed circuit television, the Internet, etc.

Digital Subscriber Line (DSL)

A service that offers a faster Internet connection than a standard dial-up connection.

Digital Video Disk or Digital Versatile Disk (DVD)

A high-density compact disk for storing large amounts of data, especially high-resolution audio-visual material.

Distance Learning

Education in which students take academic courses by accessing information and communicating with the instructor asynchronously over a computer network.

Download

Transfer electronic information to one's own computer.

E-commerce

Commerce that is transacted electronically, as over the Internet.

Electronic Mail (E-mail)

Text messages sent via computer on a network to an individual or group.

Electronic Communication

A macro-term to describe all forms of communicating via electronic means such as the Internet, facsimile, satellite, cable, television, computers, networks, etc.

Electronically Delivered

Data presented by electronic means.

Export

Sending data from one program to another.

Facsimile (Fax)

The transmission of graphics or text across telephone lines or the Internet.

Field

A defined area of a storage medium, such as a set of bit locations or a set of adjacent columns on a punch card, used to record a type of information consistently. An element of a database record in which one piece of information is stored.

File (document)

A collection of related data that is stored (saved) together.

File Sharing

Multiple computers accessing the same information residing in the same location, often over a network.

Filtering

Any of various electric, electronic, acoustic, or optical devices used to reject signals, vibrations, or radiations of certain frequencies while allowing others to pass.

Firewall

A combination of hardware and software that is designed to keep unauthorized users from accessing information within a networked computer environment.

Flash Drive

See USB Drive.

Folder

A filing folder icon into which you can drop other icons for organization purposes. A folder represents a directory.

Format

A method of preparing a storage device.

Format/Layout

The arrangement of data for storage or display.

Formula

A group of symbols that make a mathematical statement.

Freeware

Software that is available for free, usually over the Internet.

Graphics

The digital version of an image, photograph, or picture displayed on a monitor screen.

Graphical Organizer

A pictorial or graphical way to organize information.

Graphing

The use of a spreadsheet application or a graphing calculator utility to create graphs such as bar charts, pie charts, line graphs, etc.

Gradual Release of Responsibility Model

Instructional strategy that has 3 steps: (1) teacher model while thinking aloud, (2) students practice with teacher support and feedback and (3) students complete independent learning activity.

Hacker/Cracker

Individuals who gain unauthorized access to computer systems for the purpose of stealing and corrupting data.

Hacking

Unauthorized access to other computers.

Hardware

A computer and the associated physical equipment directly involved in the performance of data-processing or communications functions.

Hit

A connection made to a website over the Internet or another network.

Home Directory

An organizational unit used to organize files and folder into a hierarchical structure.

Home Page

The first page of a personal or professional web site, often containing the directory to the site.

HyperText MarkUP Language (HTML)

The text based language used to create hypertext documents for use on the world wide web.

HyperText Transfer Protocol (HTTP)

Standard transmission format for the World Wide Web (Internet).

Icon

A small picture displayed on the screen that represents an object or an application used in a Graphical User Interface (GUI).

Import

To receive data into one program from another.

Industrial Standards

Guidelines relating to, or resulting from industry.

Industrial Tools

A device, such as a saw, used to perform or facilitate manual or mechanical work related to industry.

Infrastructure

Basic support services for computing, particularly national networks.

iPod

Portable digital audio player as well a storage device.

Input

Information put into a communications system for transmission or into a computer system for processing.

Integrate

To make part of a larger unit.

Intermediate School District (ISD)

Serve the educational needs of the constituent local districts.

Internet

A global network linking millions of computers for communications purposes, especially E-mail, text, and images. The Internet can be accessed through commercial service providers such as America On Line or through local service providers.

Interoperability

The ability to exchange and use information (usually in a large heterogeneous network made up of several local area networks).

International Society for Technology in Education (ISTE)

Non-profit professional organization dedicated to providing members with information, networking opportunities, and guidance.

Intranet

A private network inside a company or organization that uses the same kinds of software that you would find on the public Internet, but that is only for internal use.

Jump Drive

See USB Drive.

Keyboarding

The skill of using a computer keyboard for typing and issuing computer keyboard commands such as save, cut, and paste.

Keyword Search

To make a thorough check of a document using main words.

License Agreement

Contract giving someone the legal right to use a patent or trademark.

Link

A component of a hypertext document which when clicked with a mouse takes you to another document or a different section of the current document.

Local Area Network (LAN)

A group of server-controlled computers, usually in one building or office, that are physically connected in a manner that lets them communicate and interact with each other.

Login

Gain access to a computer system, usually by entering user name (login) and password.

Mailbox

A location to collect e-mail messages.

Manual Tools

A device employing human rather than mechanical energy, used to perform or facilitate manual or mechanical work.

Memory/Memory Devices

A unit of a computer that preserves data for retrieval.

Memory Stick

A portable storage device.

Menu

A list of options presented to the computer user to enable them to perform a specific task.

Metric Conversion

The application of statistics and mathematical analysis to a specified field of study.

Michigan Curriculum Frameworks (MCF)

A resource for helping Michigan's public and private schools design, implement, and assess the four content area curricula.

Michigan Virtual University

A private non-profit Michigan corporation which delivers online education and training opportunities to the citizens of Michigan.

Modem

A device that connects a computer to a data transmission line.

Multimedia

The combination of audio, video, animation, and graphics used in a computer presentation format. Multimedia productions present information in all of these contexts.

National Standards

See National Education Technology Standards (NETS).

Netiquette

Etiquette practiced or advocated in electronic communication over a computer network.

National Education Technology Standards (NETS)

A foundation which sets nation-wide technology standards.

Network

A set of conjoined computers that can share storage devices, peripherals, and applications. Networks may consist of a small-office system or a global network of networks.

Newsgroup

A virtual area on the Internet reserved for the discussion of a certain topic.

On-line Courses

A form of distance learning; see Distance Learning.

Operating System

Software designed to control the hardware of a specific data-processing system in order to allow users and application programs to make use of it.

Password

A code used to gain access to a locked system.

Peripherals

An auxiliary device, such as a printer, modem, or storage system, that works in conjunction with a computer.

Piracy (Software)

Unauthorized use of copyright or protected information.

Portable Document Format (PDF)

A file format developed by Adobe Systems. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipients monitor or printer as they were intended.

Problem Solving

The thought processes involved in solving a problem.

Processing Speed

The speed at which a computer can make ready information.

Professional Development

Staff training in a particular subject area, discipline, or on a particular topic.

Programming

The creation of a set of instructions that tells a computer what to do.

Programs

See Software.

Protocol

A set of rules and procedures for exchanging data between computers, on a network or through the Internet.

Prototype

An original, full-scale, and usually working model of a new product or new version of an existing product.

Query

A question; an inquiry.

Random Access Memory (RAM)

Electronic circuits in your computer which hold information. It is the temporary memory used when the computer is turned on. What is stored in memory is lost when the computer is turned off or crashes.

Record

A collection of related, often adjacent items of data, treated as a unit.

Research

Careful or diligent search.

Retrieve

To rescue or save.

Read Only

When a computer file or data cannot be altered or added to.

Row

A series of objects placed next to each other, usually in a straight line.

Scanner

Moving a finely focused beam of light or electrons in a systematic pattern over (a surface) in order to reproduce or sense and subsequently transmit an image.

SD RAM

A portable storage device.

Search Engine

An Internet site which uses an algorithm to find specific information or data. Examples of search engines include Google, Yahoo, AltaVista, and Excite.

Server

Central computer that works with networked computers (clients) to distribute data and e-mail and perform other functions.

Shareware

Copyrighted software that is available free of charge on a trial basis, usually with the condition that users pay a fee for continued use and support.

Simulation

A computerized imitation of a real object or action.

Software

The programs, routines, and symbolic languages that control the functioning of the hardware and direct its operation.

Sound Application

A type of file which may be inserted into a document or presentation which plays audio.

Sound Device

A component in a computer that plays and records sounds.

Spam

Unsolicited e-mail, often of a commercial nature, sent indiscriminately to multiple mailing lists, individuals, or newsgroups; junk e-mail.

Spreadsheet

A piece of paper with rows and columns for recording financial data for use in comparative analysis.

Spyware

A software that covertly gathers information about a user and transmits the information to an individual or company that uses it for marketing or other purposes.

Storage Device

Any piece of computer hardware used to hold digitized information such as hard disks or RAM.

Story Board

A frame or consecutive series of frames on which depicts the script and drawings used for planning a video production.

Table

An orderly arrangement of data, especially one in which the data are arranged in columns and rows in an essentially rectangular form.

Technological Systems

A group of interacting or inter-related electronic or digital products.

Technology

Electronic or digital products and systems considered as a group.

Technology as a Tool

Integrating technology to enhance all areas of instruction.

Technology Literacy

The practical application of technology through all curricular areas.

Technology Oversight Committee

Ensures that proposed technology initiatives are appropriate to organizational needs.

Technology Plan

A plan for incorporating technology into a curriculum which includes future technology related goals.

Telecommunication

The science and technology of communication at a distance by electronic transmission of impulses, as by telegraph, cable, telephone, radio, or television.

Universal Resource Locator (URL)

A standardized naming, or "addressing" system for documents and media accessible over the Internet, for example, the URL <http://www.groton.k12.ct.us>.

Upload

The electronic transfer of information from one computer to another, generally from a workstation or user computer to a server computer.

Utility Application

Software designed to perform certain housekeeping tasks such as problem diagnosing or managing printer resources.

Universal Serial Bus (USB Drive)

An external bus standard that supports data transfer.

Universal Service Program

A government mandated program to provide telecommunication services based on the financial status of a school district.

Video

Of or relating to the production of images on video displays.

Virus

A software program capable of reproducing itself and usually capable of causing great harm to files or other programs on the same computer.

Web

See World Wide Web.

Web Sites

A set of interconnected web pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.

Wide Area Network (WAN)

A collection of computers connected to each other over a geographic area. WANs usually require special arrangements with telephone companies because data is transmitted among locations (sites).

Word Processing

The ability to create, store, and print documents using a computer program called a word processor which permits typing, editing, and inserting graphics and then saving the work easily and efficiently.

World Wide Web

A graphical interface for the Internet that is composed of Internet servers that provide access to documents, multimedia files, and sites.

WPM

Words per minute.