

# TECHNOLOGY GLOSSARY -- GRADES K-8

**Acceptable Use Policy (AUP)** - a policy that a user must agree to follow in order to be provided with access to a network or to the Internet.

**Adaptive technology** - any technological device or software used to assist students with disabilities.

**Animation** – the creation of artificial moving images.

**Application** – a program or set of programs that enables the user to perform a task.

**Audio element** – the part of a presentation that represents broadcasting, reception or reproduction of a sound.

**Beaming** - communicating via infrared waves(wirelessly) from one device to another.

**Bias** – a preference or inclination, especially one that inhibits impartial judgment.

**BLOG (WEBLOG)** – a personal journal that is posted on the web and intended to be read by the general public.

**Boolean** – a type of search formatting used to refine search results.

**Browser** - an application program that provides a way to look at and interact with all the information on the World Wide Web.

**Bulletin board**- an electronic forum that hosts messages and articles related to a common subject posted by multiple users.

**Cell** – the intersection of a row and a column.

**Communication tools** – hardware and software that allows sharing and viewing of information (e.g., Internet browsers, e-mail, Microsoft Word, PowerPoint).

**Compact Disc-Read-Only Memory (CD-ROM)** - a type of optical disk capable of storing large amounts of data.

**Computer etiquette (Netiquette)** - etiquette practiced or advocated in electronic communication over a computer network (e.g., mass e-mails, tone, subject headings).

**Connectivity** - the ability to make and maintain a connection between two or more points in a communications system (e.g., computer to Internet, computer to server).

**Copyright** - the exclusive right to reproduce, publish, or sell original work.

**Data** - distinct pieces of information usually formatted in a special way.

**Database (Data bank)** - a systematically arranged collection of computer data, structured so that it can be easily retrieved or manipulated.

**Desktop** - on-screen work area in an operating system.

**Desktop Publishing Program** - a computer application that allows the design and production of various publications (e.g., flyers, business cards, calendars, newsletters, yearbooks).

**Digital Versatile Disc or Digital Video Disc (DVD)** - a type of optical disk technology similar to the CD-ROM.

**Disk** – a storage device for data (e.g., floppy disk, hard drive, CD-Rom, DVD).

**Downloading** – acquiring information from another computer.

**Electronic Mail (E-mail)** - the transmission of messages via a communication network

**E-pals** – electronic pen pals.

**Ergonomics** - the science of combining comfort, efficiency and safety into the design of the workplace environment.

**Export** – to send data in a specific format.

**File Sharing** – refers to the sharing of computer data or space on the network.

**Filter** – a feature in a spreadsheet that shows only the data containing specified information.

**Firewall** - security that prevents unauthorized users from gaining access to a computer network or that monitors the transfer of information to and from the network.

**Folder** - an object that contains multiple documents and is used for organization.

**Formatting** – the process of preparing a document.

**Formula** - an algorithm that identifies how the data in a specific number of cells is to be calculated.

**Graphics** - a picture or chart used for illustration.

**Hacking** - the use of a computer to gain illegal or unauthorized access to a file or network.

**Hardware** - the physical, touchable, material parts of a computer or other system.

**Harassment** - the act of irritating or tormenting another via the use of technology (e.g., cyber-stalking, posting slander or someone else’s personal information).

**Homerow Keys** – A,S,D,F, J, K, L, ;

**Hypertext link (Hyperlink)** – an automated cross-reference to another document or web page.

**Hypertext Markup Language (HTML)** - special formatting language used to prepare documents for display on the Internet.

**Icon** - a small image that represents a program, an instruction, a document or some other object.

**Import** – to receive data from another program.

**Instant Messaging (IM)** – synchronous electronic communication between two or more people.

**Input device** - a device that can be used to insert data into a computer (e.g., mouse, keyboard, etc.).

**Interactive Video Conferencing (IVC)** – synchronous communication between multiple groups utilizing specialized equipment such as video cameras and speakers.

**Internet** - the computer network consisting of a worldwide network of computer networks that facilitates the exchange of data.

**Intranet** - a network linking several computers within an organization or room.

**Justification** – the setting of text or images within a column to align both the left and right margin.

**Media** – an object on which data can be stored (e.g., hard disk, floppy disk, CD ROMs, tapes).

**Multimedia** - information in more than one form (e.g., video, audio, graphics, text).

**Multimedia Authoring Program** - a computer application that allows users to combine text, graphics, full-motion video, CD-ROM’s, Internet, and/or sound into an integrated package (e.g., PowerPoint, HyperStudio).

**Network** - a system that transmits any combination of voice, video, and/or data between users.

**Newsgroup** – online discussion group in e-mail subscription format for multiple users.

**Operating system** - the software that controls the execution of computer programs and allows the computer to operate (e.g., Windows XP, Linux, OS X).

**Output device** - a device, such as a printer, monitor, projector, or speaker, that presents data from a computer to a user.

**Personal Digital Assistant (PDA)** - a wireless, handheld personal computer (e.g., BlackBerry, Palm Pilot, Pocket PC).

**Personal Information** - information related to a person’s private life or concerns, recorded in any form. Such details include home address and telephone number, date of birth, school, social security number, age, marital and financial status, race, national or ethnic origin, and religion.

**Peripherals** - devices that works in conjunction with a computer (e.g., printer, scanner, digital camera, graphing calculators, probes).

**Piracy** - the illegal copying, distribution, or use of software. This is punishable by fines, imprisonment, or both. The time-limited or function-restricted versions of commercial software called shareware are less likely to be pirated since they are freely available. Similarly, freeware, a type of software that is copyrighted but freely distributed at no charge, also offers little incentive for piracy.

Types of software piracy include:

**Hard-disk loading:** Installing and selling unauthorized copies of software on refurbished or new computers.

**Counterfeiting:** Duplicating and selling copyrighted programs.

**Online piracy:** Typically involves downloading illegal software from peer-to-peer network, Internet auction or blog.

**Client-server overuse:** Installing more copies of the software than you have

**Plagiarism** - theft and use of ideas or writings from an existing source presented as one’s own.

**Pop-up** – a new window (usually an advertisement) that appears when a webpage link is clicked.

**Portable Document Format (PDF)** - a file format that is read with Acrobat Reader.

**Portaportal** – a free web-based bookmarking site where one can enter favorites and access them/share them via the Internet.

**Presentation tool** - a computer application that allows one to present various media (e.g., Windows Media Player, QuickTime, PowerPoint, RealPlayer).

**Rich Text Format (RTF)** - a file format that allows the exchange of text files between different word processors in different operating systems. (e.g., Create a file using Microsoft Word, save it as an RTF file [It will have a ".rtf" file name suffix.], and open it in another word processor like AppleWorks.).

**Search Engine** – a software program that finds websites and web pages.

**Simulation** – a training program that mimics reality that allows students and teachers to observe, problem solve and role play.

**Software** - the programs that control the functioning of the hardware and direct its operation.

**Sort** – arrange according to class, kind, size, etc.

**Spam** - unwanted e-mail, often of a commercial nature, sent indiscriminately to multiple mailing lists or individuals (e.g., junk e-mail).

**Spreadsheet** - a computer application that computes, organizes, and displays data.

**Storyboard** – a series of illustrations outlining a presentation sequence.

**Streaming video** – a video sent in compressed form over the Internet.

**Stylus** - a pen-like input device used to manipulate items or write on a touch screen of a computer or personal data assistant (pda).

**Subscription database** – a fee-based collection of organized information.

**Teleconferencing** - communicating with two or more people using an Internet connection.

**Templates** - a preset format for a document or file.

**Truncation** – the substitution of an asterisk for affixes in order to expand search results.

**Toolbar** - a row or column of buttons used to execute commands.

**Touch-keying System** - using proper keystrokes without looking at the keyboard.

**Uniform/Universal Resource Locator (URL)** - the unique address for a file that is accessible on the Internet.

**Virus** - a software program capable of causing harm to computer files or programs, often transferring to other computers.

**Visual element** – the part of a presentation that represents broadcasting, reception or reproduction of an image.

**Web Authoring Software** - a computer application program used to create a webpage.

**Web page** – a document on the Internet that is identifiable by a Uniform Resource Locator (URL).

**Webcasting /Podcasting** – broadcasting an audio or video presentation over the Internet.

**Webquests** - Inquiry-oriented activities in which most or all of the information used by learners is drawn from the Web.

**WIKI** – server software that allows multiple authors to create and edit Internet page content.

**Word Processor** - computer application used to create, edit, and produce text.