

Integrating Technology

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Telecommunications

Multi-media

Hypermedia /
Hyperlinks

LAN (Local Area
Network)

CPU

Monitor



<u>Term</u>	<u>Definition</u>
Acceptable Use Policy (AUP)	AUPs contain rules that tell what can and cannot be done using technology resources provided to faculty, staff members, and students by a school. Violations of the policy result in restricted use of school technology resources.
blog	This is a shortened term for "Web log," a type of online journal usually maintained by one person who collects information on a specific topic or writes his/her thoughts about that topic. Blogs are typically publicly accessible. For classroom use, access may be limited to the members of the class.
bmp	BMP is the shortened form of "bitmap," a graphics format developed by Microsoft. The letters stand for "Basic Multilingual Plane."
bookmarks	Bookmarks are <i>Netscape's</i> term for favorite Web pages marked and added to a list for quick access at a later date. In <i>Internet Explorer</i> these are called "favorites."
Boolean operators	Boolean operators are the terms AND, OR, AND NOT used to narrow or expand Web searches.
byte	A byte is a unit of measurement of memory or storage capacity equal to one character. This is the unit of measurement used by the computer to indicate amounts of data or information.
CD-ROM	This term is short for "Compact Disk Read-Only Memory," a type of digital storage device. These disks are read-only so that the information on the disk cannot be added to, deleted, or edited. A computer must have a CD-ROM drive to read one of these disks.
control panel	In Windows-based computers, the control panel is a system utility that allows users to change a variety of settings. The control panel can be accessed by clicking on START > SETTINGS > CONTROL PANEL.

<u>Term</u>	<u>Definition</u>
checklist	A checklist is a type of alternative assessment that lists items the students must complete before the assignment is submitted.
CIPA	The Children's Internet Protection Act was adopted by Congress on December 21, 2000. In part the text reads "schools and libraries that have computers with Internet access must certify that they have in place certain Internet safety policies and technology protection measure in order to be eligible under section 254(h) of the Communications Act of 1934." These protection measures include Web filtering software.
clipboard	The clipboard is a file or an area in the computer's memory where cut or copied text and graphics can be temporarily stored before being moved to another location. (<i>Dictionary.com</i>)
computer desktop	The desktop is an area of the computer screen that displays the open windows of software programs and icons that serve as shortcuts to files, folders, or software programs.
computer management techniques	Computer management techniques are ways to facilitate the use of computers and other technology in the classroom to cause the least amount of disturbance while at the same time enabling each student to have optimal use of the available technology.
COPPA	The Children's Online Privacy and Protection Act went into effect on April 21, 2000. This law limits the online collection of information from children under the age of 13. Web site operators must comply with this law and meet certain responsibilities when doing so.
copy	To copy is to select all or parts of digital files and reproduce them in the same or another document or location.

<u>Term</u>	<u>Definition</u>
copyright	"The exclusive rights of the owner of the copyright on a work to make and distribute copies, prepare derivative works, and perform and display the work in public." (U. S. Copyright Office)
COTSA	COTSA is an acronym for C·R·E·A·T·E for Mississippi's online technology-skills assessment tools.
CPU	Central processing unit, also known as the brain of the computer, uses instructions provided by the software. This integrated circuit processes the data that has been entered into the computer.
creative thinking	Creative thinking is thinking that combines creativity and innovative problem-solving; thinking "outside the box."
critical thinking	Critical thinking involves the level at which a student is able to interpret, analyze, evaluate, explain, and infer concepts and ideas. (<i>The Delphi Report</i> , 1990)
cut	To cut is to select and remove text and/or graphics/digital pictures from an open document or other type of digital file. Items that are cut are saved to the clipboard for insertion somewhere else.
database	A database is a collection of information that is organized in digital format. Information can be retrieved in different formats through the use of queries.
desktop	See "computer desktop."
device manager	The device manager is a system utility that shows a detailed listing of the devices enabled on the computer.
digital image	A digital image is an image that is composed of pixels and that is readable by a computer.

<u>Term</u>	<u>Definition</u>
digital literacy	Digital literacy is the ability to locate, understand, and use information in multiple formats and from many sources through the use of a computer.
directory	Commonly the term directory is another name for "folder," or an organized list of files. Directories may contain other folders or subdirectories.
distance education	Distance education is a type of education in which the teacher and the learner are not in the same physical location. Communication may be synchronous (teaching and learning occur at the same time) or asynchronous (teaching and learning occur independent of time). Communication is carried out through mail, video, audio, or with the aid of computers.
DNS	DNS stands for Domain Name Service, the method used for locating a computer on the Internet. For Mississippi State University, the DNS is "msstate.edu."
drive	A computer drive is a hardware device used for storing or accessing data (e.g., floppy drive, hard drive, CD-ROM drive, USB pen drive). MS-DOS based computers designate the hard drive as Drive C. Drives A and B are usually floppy disk drives. Drive D is usually the CD-ROM drive. Drive letters F through Z are usually network drives.
drop-down menu	A drop-down menu is a list of options that drops down when a button on a Web page or in a software program is pressed by the user.
DSL	DSL stands for digital subscriber line, a technological advancement that enables high-speed access to the Internet through ordinary telephone lines.

<u>Term</u>	<u>Definition</u>
DVD-ROM	"Digital video disc read-only memory" or "digital versatile disc read-only memory" is a type of storage device that holds more data than a compact disc (CD)—from 4.7 gigabytes of information minimum to a maximum of 17 gigabytes. A computer must have a DVD drive in order to read one of these disks.
electronic portfolio	An electronic portfolio is a collection of student work that can be accessed by electronic means. The content of the portfolio is related to educational standards, shows growth over time, and includes the student's reflections on what has been learned.
electronic presentation	Electronic presentations are presentations created in digital format using software such as <i>Corel Presentations</i> , <i>PowerPoint</i> , or <i>HyperStudio</i> . Presentations consist of digital slides/cards/pages that the creator can format in a multitude of ways. Clip art objects, sounds, video segments, audio segments, and animations can be used in these presentations.
e-mail	E-mail messages are messages sent electronically from one computer to another using the Internet.
emerging technologies	Emerging technologies are new technologies that are innovative but have not attained wide use.
equitable access	The term "equitable access" is used to indicate that all students have an equal opportunity to learn using available technologies. This includes making arrangements for equal access by students with disabilities.
ethical use	Ethical use is the application of moral and legal standards when using technology, including such things as following the copyright laws, providing equitable access to technology for all students, avoiding plagiarism, and not carrying out illegal activities such as sending SPAM e-mail or hacking others' computers.

<u>Term</u>	<u>Definition</u>
Explorer	See "Windows Explorer."
Fair Use Guidelines	Fair Use Guidelines set limits for the copying of copyrighted material without the permission of the copyright holder for purposes such as education, research, commentary, news reporting, or criticism.
FAT	FAT stands for file allocation table; a table on the hard drive that contains the location of files on that drive. Examples: FAT16, FAT32
favorites	Favorites are <i>Internet Explorer's</i> term for favorite Web pages marked and added to a list for quick access at a later date. In <i>Netscape</i> these are called "bookmarks."
file (digital)	A file is information or data that is named and stored in digital format on a computer or removable media. Files have specific format designations such as .doc, .txt, .jpg, .html.
floppy disks	A floppy disk is a magnetically coated plastic diskette from which the disk drive is able to retrieve and store data and information.
folder	A folder is a unit of stored information on a computer or removable media that contains files, software applications, and/or other folders. This term is often used synonymously with the term "directory."
font size	Font size is the size of text in points (12-point, 24-point).
FTP	File transfer protocol is a way to transfer files over the Internet. (Examples: from server to computer, as an e-mail attachment)

<u>Term</u>	<u>Definition</u>
gif	Graphic interchange format is one type of image file that contains only 256 colors. Files of this type are useful for images that have a lot of the same color. File sizes are usually smaller than for other image file types. See also "jpeg/jpg."
gigabyte (GB)	A gigabyte is a measurement equal to 1,000,000,000 (one billion) bytes.
graphic	A graphic is picture or other non-text item; the most common digital formats are .jpeg/.jpg or .gif.
hard disk drive	Hard disk drive units are sealed inside the computer and are capable of storing large quantities of information and data.
hardware	Hardware are the physical components of a computer system such as the keyboard, microprocessor, monitor, and printer.
hot list	A hot list is a list of World Wide Web sites hyperlinked from a document or Web page and usually related to a common topic.
HTML	HTML stands for hypertext mark-up language, the coding language used to create World Wide Web pages.
hyperlink	A hyperlink is highlighted words, text, or graphic images that when clicked will take the user to another part of the page or another Web page altogether.
hypermedia	Hypermedia is the combination of hyperlinked text and multimedia, usually in an online format.
information literacy	Information literacy is the ability to locate, access, evaluate, and use information found in a variety of formats.

<u>Term</u>	<u>Definition</u>
input devices	Input devices are devices used to enter data into the processing system of a computer, including keyboards, mouse devices, electronic pens, touch pads, scanners, and barcode readers.
instant message software	Instant message software allows a type of communication through text that is analogous to a telephone conversation or an online chat in that it can be carried out in real time using specialized software. Users create lists of friends or buddies with whom they agree to communicate.
Internet	The Internet is a global distributed network of computers. Internet is shorted for Interconnected Networks. (The word is a proper noun and should be capitalized.) Sending e-mail messages, accessing Web sites on the World Wide Web, and transferring files through FTP are all done via the Internet.
intranet	An intranet is a private computer network connecting computers within an organization and to which only members of that organization have access.
IP address	IP stands for "Internet Protocol," a numerical representation of a machine on a network. Each machine connected to the Internet has a unique IP address. Example: 129.124.133.6.
ISP	An ISP is an Internet service provider, a company that provides individuals and companies access to the Internet and other related services.
jpeg/jpg	JPEG/jpg (either all lower or upper case) stands for Joint Photographic Experts Groups, one of the two most common photographic file types, used especially on the World Wide Web. See also "gif."

<u>Term</u>	<u>Definition</u>
keyboard shortcuts	Keyboard shortcuts involve using combinations of keys instead of the mouse to do things such as cut, copy, or paste text.
kilobyte (KB)	A kilobyte is a measurement equal to 1024 bytes or approximately 1000 characters (1K).
LAN	A local area network is a computer network that is geographically limited as to a single building or office.
landscape	See "page orientation, landscape."
listserv	Listserv is short for list server, a computer program that automatically sends e-mail messages to a list of subscribers who usually can add or delete themselves from the list. Listservs typically relate to a particular topic of interest.
locked-up computer	A locked-up computer is one that is not responding to keyboard keystrokes or the mouse.
MAGNOLIA	Mississippi Alliance for Gaining New Opportunities through Library Information Access is a set of online databases accessible from any public education institution in the state and funded by the Mississippi Legislature.
megabyte	A megabyte is a measurement equal to 1,000,000 (one million) bytes.
mentor	A mentor is a colleague with experience teaching someone with less experience, usually in a one-on-one situation.
Monitor	A monitor is an output devices that uses a video display allowing the user to view data and information that has been entered into the computer and processed by the central processing unit (CPU).

<u>Term</u>	<u>Definition</u>
motherboard	The motherboard is the main circuit board of the computer.
mouse device	A mouse device is an input device controlling the pointer on the computer screen.
multimedia	Multimedia combines text, sound, motion media, and graphics to present information, usually via a computer.
netiquette	The term netiquette comes from "network" + "etiquette." This is an informal set of rules of behavior that have evolved regarding use of the Internet (e.g., for e-mail, chat rooms).
network drive	A network drive is a disk drive that the user can access for retrieving or storing data or software programs that are not physically located on his/her computer (e.g., access to a school's server).
NIC	NIC stands for network interface card, which is a device that either connects or is integrated into the motherboard of a computer. This device enables users to get to the Intranet or Internet from the computer.
OS	The OS is the computer's operating system. It is the program that performs the basic operations. Examples: Linux, MacOS, Solaris, UNIX, and Windows.
output device	Output devices are devices that move data from the processing unit to display them for use by the user. The computer monitor, printer, and disk drives are common output devices.
OCR	OCR stands for optical character recognition, a technological advancement that allows computers to read printed text and convert it to digital, editable format.

<u>Term</u>	<u>Definition</u>
page orientation, landscape	Landscape page orientation is a horizontal display of information. On a standard sheet of paper, information would be printed across the 11-inch dimension.
page orientation, portrait	Portrait page orientation is vertical display of information. On a standard sheet of paper, information would be printed out in 8½ x 11 format, the normal way in which it is printed.
peripheral device	A peripheral device is a device that is not an essential part of a computer. Printers, mouse devices, scanners, as well as CD-ROM drives and modems are all peripheral devices.
PDF	PDF stands for portable document format, a type of document created in and used with <i>Adobe Acrobat</i> software.
photo-editing software	Photo-editing software is software that allows the manipulation of digital images such as the ability to crop, resize, combine, or correct the color of the image.
pict	A pict is a graphics file format used on Mac computers.
png	Png stands for portable network graphics. This is a graphics file format designed to replace the gif format, which has patent restrictions.
POP3	POP3 stands for post office protocol, Version 3, the server from which a user receives e-mail. An alternative term is "incoming mail server."
port, external	External ports on a computer are used to connect hardware devices so that they can communicate with each other.
port, internal	Internal computer ports connect such things as disk drives, display screens, mouse devices, and keyboards.

<u>Term</u>	<u>Definition</u>
portrait	See "page orientation, portrait."
protocol	A protocol is "an agreed upon format for transmitting data between two devices." (<i>Webopedia</i>)
RAM	RAM stands for random access memory. The central processing unit (CPU) uses this temporary memory to hold data and instructions before and after processing. NOTE: This data is kept in the memory only as long as power is supplied to the computer.
removable media	Removable media are storage devices that can be removed from a computer or digital camera. Examples would be floppy diskettes, CDs, DVDs, and pen drives.
rubric	A rubric is a scoring guide for student projects or performances. Specific criteria are listed for each range in the guide so that students will know exactly how their work is to be assessed.
scavenger hunt	A scavenger hunt is an online activity for which the teacher asks the students to find specific information in order to complete the activity; also called treasure hunts.
search directory	A search directory is a Web-based software program used to retrieve information from the World Wide Web. Directories consist of categorized lists of sites that have been pre-reviewed by those compiling the lists. See "search engine."
search engine	A search engine is a Web-based software program used to retrieve information from the World Wide Web through the use of keyword searches. Search engines are much more inclusive than search directories and the results in terms of "hits" are usually more extensive unless keywords are carefully selected. See "search directory."

<u>Term</u>	<u>Definition</u>
server	A server is a networked computer that provides services to other computers such as storing files, providing e-mail services, and housing Web pages. The term can refer to both the computer itself and the particular types of software applications that run on the computer.
SMTP	SMTP stands for simple mail transport protocol, a protocol that is used to send e-mail between servers. Some users will recognize this acronym as the outgoing mail server in their e-mail programs.
snail mail	Snail mail is mail sent through the United States Post Office or other mail delivery service.
software program or application	Software programs or applications are the sets of instructions that coordinate the information-processing operations of the computer hardware. Software can be divided into two major categories: application software (e.g., <i>Microsoft Word</i> , <i>HyperStudio</i> , <i>SnagIt</i>) and system software (e.g., <i>Microsoft Windows</i> , <i>Linux</i>)
software, single-user software	Software for which only one license to use has been purchased is single-user software. To use on more than one computer, the software must explicitly give permission in its software licensing agreement. Loading the software on additional computers would be a violation of the copyright laws.
software site license	A software site license is a software license that allows copies of the product to be loaded on more than one computer. The number of uses will be spelled out in the licensing contract. Loading the software on additional computers would be a violation of the copyright laws.
SPAM	SPAM is unsolicited e-mail that is usually sent to multiple recipients.

<u>Term</u>	<u>Definition</u>
spreadsheet	A spreadsheet is a software program set up in rows and columns that allows for entering, manipulating, and calculating numerical information. Text information can also be used in this software.
taskbar	The taskbar is a bar that runs at the bottom of the monitor screen and shows what tasks are open and running.
TCP/IP	TCP/IP stands for transmission control protocol/Internet protocol, which is a protocol that allows information to be sent and re-sent in the form of packets, ensuring that they are received correctly.
technology integration	Technology integration is the use of technology as part of the educational process. This can include (a) teachers using technology to prepare lessons, (b) teachers using technology to teach lessons, (c) teacher-directed student use of technology as part of a lesson, and/or (d) student use of technology to complete assigned projects.
technology-infused	Technology-infused involves the use of technology as a critical and integral part of a lesson.
telecommunication	Telecommunication is communication over long distances using computers and the Internet, telephones, radios, satellites, and/or television.
tiff	Tiff stands for tagged image file format, a graphic file format that is used in publishing because of the high quality of the images.
TWAIN	TWAIN stands for "technology without any interesting name" and refers to the connection that exists between software applications and scanner software.

<u>Term</u>	<u>Definition</u>
typeface	Typeface is a particular design of letters comprising a complete alphabet. The term is synonymous with "type style." Examples are Arial and Times New Roman. Typefaces are said to be serif (having features at the end of strokes) and sans serif.
type style	See "typeface."
URL	The URL is a uniform resource locator, a logical address that identifies a Web page or resource on the Internet. Example: http://create4ms.org
USB	USB stands for universal serial bus, which is a port on the computer that can handle a variety of input devices including mouse devices, keyboards, scanners, printers, and game pads.
videoconferencing	Videoconferencing is holding a conference or meeting with participants connected using an electronic video link. Special equipment is needed in order to carry on such a conference.
virus (computer)	A computer virus is a self-replicating computer program created for purposes of invading computers and destroying files or other computer programs.
visual literacy	Visual literacy is the ability to use images to communicate a message as well as the ability to analyze and evaluate messages presented by others through the use of images.
WAN	WAN stands for wide area network, a network of computers that are not located in the same building. The network can be as large as covering several states, the country, or the world.

<u>Term</u>	<u>Definition</u>
WebQuest	A WebQuest is "an inquiry-oriented activity in which some or all of the information that learners interact with comes from resources on the Internet." (Bernie Dodge, originator of the concept)
wiki	A wiki is a Web site or the software used to create such a Web site that allows the user to add content and edit the content of others who have added to the site.
Windows Explorer	Windows Explorer is the part of the Windows operating system that allows the user to view the files and folders located on the different drives associated with the computer.
word-processor	A word-processor is a software program that allows the user to create electronic documents and manipulate text, graphics, and colors used in those documents.
World Wide Web	The World Wide Web is a virtual network of Internet sites connected through hyperlinks that enable users to go from one site to another. Using Web-browser software, users can access text, graphics, sound, and video. Web sites are also accessible using text-only browsers.
WSIWYG	WSIWYG stands for "What you see is what you get." WSIWYG software displays an actual Web page as it will appear with the HTML coding concealed.
WWW	WWW is the shortened form for World Wide Web.
zip	Zip is the act of compressing a digital file to make the file smaller.

To determine the meaning of other terminology, visit one of the online dictionaries or go to *Google* and enter the search term in the manner noted in the image on the right. The term "bookmarks" is used as an example.

