ADA
American Disabilities Act—This law sets accessible design standards in employment, government services, public accommodation, commercial facilities, communication and transportation.

ASSESSMENT
An evaluation technique for technology that requires analyzing benefits and risks, understanding the trade-offs and determining the best action to take in order to endure that the desired positive outcomes outweigh the negative consequences.

ATM
Asynchronous Transfer Mode—Refers to networks that support “real-time” voice, video and data.

AUP
Acceptable Use Policy—A policy prepared by a school district or educational agency that identifies the rules governing appropriate use of district technology resources and the Internet.

BATCH PRODUCTION
The process of producing parts or components in specific or limited quantity to be assembled into larger products.

BLOG/WEBLOG
A web site of personal or noncommercial origin that uses a dated log format updated on a daily or very frequent basis with new information about a particular subject or range of subjects.

BOOLEAN OPERATORS/SERCHING
Searching that allows a researcher to combine keywords and phrases. Words such as and, or, not and but can be used to join the descriptors.

CAD
Computer-aided design or computer-aided drafting—The use of specialized computer software to assist in the process of designing a part, circuit, building, etc.

CD-ROM
A compact disc containing data that can be read only by a computer.

CD BURNER
A device used to record information on a compact disk.
CHARACTERISTICS OF TECHNOLOGY
Three characteristics include: technology involves tools, materials, knowledge and systems; applications of technology result in artifacts; and technology is developed by people to control natural and human-made environments.

CHAT
“Real-time” electronic talk/chat between users over the Internet, local network or bulletin board system. Chat is transmitted live via the keyboard.

CLOSED-LOOP SYSTEM
A system that uses feedback from the output to control the input.

COMMUNICATION TECHNOLOGY SYSTEMS
These systems reflect technology that involves the use of devices or methods to collect, process, store or deliver information using electronic and graphic means. Processes include encoding, transmitting, receiving, storing, retrieving, and decoding.

COMPUTER
A programmable electronic device that can store, retrieve and process data.

COMPUTER AND MULTIMEDIA LITERACY
Computer and multimedia literacy includes the ability to appropriately use hardware, software applications, multimedia tools and other electronic technology.

COPYRIGHT
A legal right to publish a work for a specific number of years.

CPU
Central Processing Unit. The main chip that processes instruction, performs calculations, and manages the flow of information through a computer system.

DATA
Raw facts and figures that can be sued to draw a conclusion.

DECODE
To convert an encoded message into understandable form using ordinary language.
**DIAGNOSE**
To determine, by analysis, the cause of a problem or the nature of something.

**DIGITAL CONTENT**
The multimedia material that allows students to seek and manipulate information. Includes primary and secondary sources such as images, sound, video, and other artifacts converted to digital format.

**DIGITIZATION**
Converting of information (print material, sound, pictures) into a digital format.

**DISTANCE LEARNING**
Synchronous or asynchronous interactive instruction method by which students are located geographically distant from the instructor; e.g. online courses and videoconferencing.

**DOMAIN**
A unique web site name on the World Wide Web.

**DVD**
An optical disk using such a format and containing especially a video recording (as a movie) or computer data.

**ELECTRONIC MEDIA**
A comprehensive term for media supported by computers and other electronic means such as DVD’s, CD-ROMS and e-books.

**ELECTRONIC PATHFINDER**
Bibliographies and other such documents that serve as guidelines to research. These usually focus on a single topic and can be very narrow in scope, but they bring together a variety of resources in multiple formats that relate to that topic.

**E-MAIL**
A means or system for transmitting messages electronically.

**ENCODE**
To change a message into symbols or a form that can be transmitted by a communication system.
**ERGONOMICS**
The study of workplace equipment design or how to arrange and design devices, machines or workspace so that people and things interact safely and most efficiently.

**ETHICS**
Conforming to an established set of principles or accepted professional standards of conduct.

**ETHICAL USE**
Using resources legally and with respect to copyright and other limitations on use as well as to protocols and restrictions placed on the use of computers and networks.

**FEEDBACK**
Using all or a portion of the information from the output of a system to regulate or control the processes or inputs in order to modify the output.

**FLOPPY DRIVE**
A device that stores and retrieves information on floppy disks.

**GPS**
Global positioning systems are used to provide an extremely accurate three-dimensional position and velocity information to users anywhere in the world. Data is derived from the transit time of radio frequency signals from multiple satellites.

**GRAPHIC FILES**
Formats for storing high-quality images. Types include GIF, graphics interchange form; JPEG, joint photographic experts group; TIFF, tagged image file format.

**GRAPHIC ORGANIZER**
A visual or graphic display that shows the links between concepts, technical content, design solution, research topics, etc.

**HARD DRIVE**
A data-storage device consisting of a drive and one or more hard disks.

**HTML**
Hypertext Markup Language is the computer language used to create World Wide Web pages, with hyperlinks and markup for text formatting.
HTTP
Hypertext Transport Protocol sets the rules by which World Wide Web browsers and servers communicate. Used to transfer information from Web servers to browsers.

INFORMATION SYSTEM
A system of elements that receive and transfer information. This system may use different types of carriers, such as satellites, fiber optics, cables, and telephone lines in which switching and storage devices are often important parts.

INPUT
Resource that flows into a technological system.

INSTANT MESSAGING
Similar to chat except that users must be logged into an IM (instant messaging service) and approve other users to be part of the IM system (known as a buddy list). The messaging is in real-time and may increase productivity when working in a team-based environment.

INTELLECTUAL PROPERTY
Work that is created by an individual, e.g. fiction, nonfiction, computer programs, musical and artistic works. These works are generally covered by copyrights, but a creator need not have an item copyrighted to regain such rights. Sometimes the intellectual property may be owned by the creator’s employer.

INTERNET
An electronic communications network that connects computer networks and organizational computer facilities around the world.

INTRANET
A network operating like the World Wide Web but having access restricted to a limited group of authorized users (as employees of a company).

IP ADDRESS
A unique number identifying each host machine on the Internet network.

KEYBOARD
An assemblage of systematically arranged keys by which a machine or device is operated.

LAN
Local area networks are communications systems that link several computer devices and allow them to use each other’s resources. Linked devices may include computers, terminals, printers and disk drives.
LIST SERV
A distribution list for sending e-mail information to a targeted list of participants. Also know as e-list.

MEDIA LITERACY
The ability to access, interpret, evaluate and communicate information delivered in a variety of media formats, print and nonprint, which use image, language and sound to convey information.

MEMORY STICK
External USB storage device.

MIDI

MONITOR
A cathode-ray tube used for display (as of television pictures or computer information).

MOUSE
A small mobile manual device that controls movement of the cursor and selection of functions on a computer display.

MPEG
Moving Pictures Expert Group—a file format for dynamic images.

MULTIMEDIA
Information that is mixed and transmitted from a number of formats (e.g., video, audio and data).

NOISE
An outside signal that interrupts, interferes or reduces the clarity of a transmission.

OCR
Optical character recognition is a capability of devices with electronic scanners to read numbers, letters and other characters and convert the optical images into appropriate electric signals.
ONLINE
Using the Internet by modem, broadband or other means.

OUTPUT
The results of the operation of any system.

OUTSOURCING
Practice of companies downsizing their organization to contract work and functions they would normally perform, to outside contractors in other geographic regions and countries.

PLUG-INS
Software accessory programs installed on a computer that work in conjunction with a Web browser to give it added capabilities such as the ability to play sounds or video.

RAM
Random Access Memory. Electronic memory that temporarily stores information inside a computer. This information disappears when you turn off the computer.

REAL-TIME
Output resulting simultaneously with a system input (synchronous).

RECEIVER
The part of a communication system that picks up or accepts a signal or message from a channel and converts it to perceptible forms.

ROM
Read Only Memory. Electronic memory built in by the manufacturer to permanently store instructions telling the computer how to work. ROM circuits cannot be changed.

SEARCH DIRECTORY
A web searching site that catalogs or organized the site by subject. The directory serves as an index.

SEARCH ENGINE
The software and algorithms used to perform searches on a web site.
SEARCH STRATEGY
The systematic method or process used to locate and use information needed at any given time. It can be simple or complex, varying with the nature of the need.

SERIAL PORT
A type of socket at the back of a computer where you plug in a mouse, modem, or scanner. It has either 9 or 25 pins.

SERVER
A computer that stores the information of every computer connected to a client/server network.

SOFTWARE
The entire set of programs, procedures, and related documentation associated with a system and especially a computer system.

SOUND CARD
A circuit board that improves the sound quality of a computer. Also called a sound board or audio card.

SOUND FILES
Audio video interleaved, wav format for storing audio files in Windows, moving pictures experts group.

STREAMING VIDEO
A sequence of “moving images” that are sent in compressed form over the Internet and are displayed by the viewer as they arrive.

SYSTEM
A group of interacting, interrelated or interdependent elements or parts that function together as a whole to accomplish a goal.

TECHNOLOGICAL LITERACY
Addresses the abilities needed to participate in a technological world. It is the intersection of mathematics, science and technology. It specifies unique knowledge, devices and capabilities that are used to solve problems. It identifies career connections between technology and the world of work.

TECHNOLOGICAL TRANSFER
The process by which products, systems, knowledge or skills, developed under federal research and development funding, are translated into commercial products to fulfill public and private needs.
TECHNOLOGY SYSTEMS
Define the content which is unique to the study of technology and relates this content to other disciplines. Technology systems categories include physical technology systems, communication technology systems and biorelated systems.

TELECOMMUNICATIONS
The movement of information through a network via electronic means.

TRADEMARK
A trademark, brand name or logo is a word, name, symbol, design, combination of word and design or slogan used by a manufacturer or merchant to identify its goods or services and distinguish them from those manufactured or sold by others. When it is used for services, it is called a service mark.

TRANSMIT
To send or convey a coded or noncoded message from a source to a destination.

TROUBLESHOOT
Following a step-by-step process to locate and find the cause of problems related to technological products or systems.

URL
Universal Resource Locator. Location of file or page to be accessed.

USB
Universal Serial Bus is versatile bus system for personal computers that provides transfer speed about 10 times faster than older standards.

VIDEO CARD
Internal device that is used by the computer to display graphics.

VIRTUAL
Simulation of the real thing in such a way that it presents reality in essence or in effect, though not in actual fact.

VOICE OVER IP
VoIP-Voice over Internet protocol. It is the transmission of telephone calls over a data network such as one of the many networks that make up the Internet.
VOICE-RECOGNITION TOOLS
Devices that include a system that allows users to “train” computers to understand their voices and vocabulary. The user must follow only the patterns the computer is programmed to recognize.

WEB BROWSER
A program that allows users to access and manipulate hypertext documents on the World Wide Web, and navigate between them. Browsers can be text based or graphic.

WEB CASTING
Real-time distribution of video over a network.

WIDE AREA NETWORK
A network designed to provide service to a wide geographic area such as a college campus.

WI-FI-WIRELESS FIDELITY
A specific type of wireless network, the 802.11 network, where encoded data is sent via radio wave, received and decoded by the user.

WWW
World Wide Web is an international system of Internet servers that allows documents formatted in hypertext markup language (HTML) to be transferred via the Internet by a process called HTTP (hyper-text transfer protocol). The protocol also allows random access to audio, video and graphics files, as well as other documents.

ZIP
Data compression and file packaging protocol for personal computers.