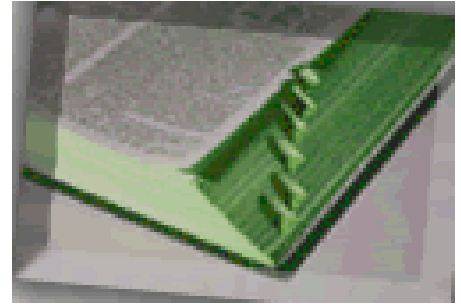


GLOSSARY

COMPUTER APPLICATIONS I

ELECTRONIC COMMUNICATION

& ONLINE SAFETY



DIRECTIONS: KEEP THIS LIST OF TERMS AVAILABLE AS YOUR TEACHER DISCUSSES THE ELECTRONIC COMMUNICATION AND ONLINE SAFETY.

Attachment – files that are sent along with the email.

bcc (blind carbon copy or complimentary copy) - notation for recipient(s) that are hidden from view.

Blogs – web-based journals often used by individuals or groups to maintain a record of thoughts, pictures, and interests. An online diary.

Body – the message of the memo or email.

cc (carbon copy) notation for additional recipient names and web addresses

Chatting – talking in real-time to other network users from all parts of the World

Discussion boards – online bulletin boards that provide a forum for users to post and respond to messages from other users. Usually aligned to a specific topic.

Email – electronic exchange of messages and files that are connected to the Internet or some other computer network via wireless or other link.

Flaming - posting or sending offensive messages over the Internet, it is not considered proper netiquette.

Login - A procedure to identify yourself to the computer system that provides access to the Internet.

Log off - The steps to disconnect from the main or computer system.

Moderated Discussion Board – an administrator and/or moderator monitor discussion

Netiquette — Network etiquette – The do's and don'ts of online communication.

On-line communication - Communication transmitted by the use of telecommunications software, a modem, and telephone connection.

Password - A unique set of characters that secure entry into a computer system or information service.

Podcasting – a method of publishing files to the Internet, allowing users to subscribe to a feed and receive new files automatically. Used largely for audio files, but also for video.

Secure website — A website that uses data encryption to keep all information protected.

Signature – the name and contact information of the sender.

Spam – unwanted emails from advertisers and users that contain malicious and explicit material or try to sell products or services

Spyware – malicious software designed to take partial control of a computer's operation without the knowledge or consent of the user. Often used to track a user's browsing and spending habits while online and also to mine for personal information.

Text messaging – keyed messages relayed via a pager or cell phone. Defined as short messages (less than a few hundred characters).

Un-moderated Discussion Board – no administrator/moderator is present

Username- Part of an e-mail address that identifies the specific person at that site.

Virus - Computer program that attaches to a file and spreads from one computer to another, over the Internet and over a network.