

## e-safety Glossary

<b>A</b>	
<b>Acceptable Use Policy (AUP):</b>	Sometimes referred to as an rup (responsible use policy). This is a set of rules between parties about acceptable behaviour, eg use of mobile phones.
<b>Account:</b>	An account allows a user to be authenticated and authorised to use online services through a user name and password. Separate accounts can be set up for individual users.
<b>Alert:</b>	A small box appearing on the display screen to give information or to warn about a potentially damaging operation, eg new mail or state of play of your anti-virus protections.
<b>Anti-virus:</b>	A computer program that attempts to identify, isolate, obstruct and eliminate computer viruses and other malicious software. The anti-virus initially scans the files to look for known viruses and then identifies suspicious behaviour from computer programs that indicate infection.
<b>Anti-spyware:</b>	A program that combats spyware. The program scans all incoming data for spyware software and then blocks the threats it finds or provides a list from which to delete suspicious entries.
<b>Attachment:</b>	A computer file which is sent along with an email message. Worms and viruses are often distributed as email attachments. Emails from unknown senders with attachments should be considered suspicious.
<b>Avatar:</b>	The profile of a user represented by a username plus an image, icon, or a 3d character in online computer games and virtual worlds.
<b>B</b>	
<b>BBM:</b>	Refers to Blackberry Messenger. This mobile device allows for 'person to person' (1:1) contact and 'person to lots of people' (1:many) broadcasts but with a greater level of encryption and security than most smart phones.
<b>Blacklisting Software:</b>	A form of filtering that blocks only sites specified as harmful. You can add and remove sites from this "no-go" list.
<b>Blocking Software:</b>	Computer programs that block access to websites or other services available over the Internet.
<b>Blog:</b>	A Web log, or blog, is an online journal or diary where writers, known as bloggers, may chronicle their daily lives or comment on news and popular culture. Blogs can be set up on social networking sites or on separate blogging websites, such as Xanga® and Blogger®. For more information about blogging, see <a href="http://www.netSMARTZ.org/Blogging">http://www.netSMARTZ.org/Blogging</a> .
<b>Blogging:</b>	Maintain or adding content to a blog.

## e-safety Glossary

<b>Bluetooth:</b>	A service that allows users to connect and exchange information between devices over a secure, globally unlicensed short-range radio frequency.
<b>Bookmark:</b>	A way to quickly access a favourite website by saving it in your browser.
<b>Browser:</b>	A program used for finding and viewing web sites. Microsoft Internet Explorer and Mozilla Firefox are some of the most common browsers for Windows, while Safari is common on Macs. Most recent versions of these browsers contain parental control features.
<b>Bullying:</b>	Harassment through repeated harm, threats, sexual remarks, physical assault and pejorative speech perpetrated by one or more bullies.
<b>C</b>	
<b>CEOP Report:</b>	A 'button' that CEOP (Child Exploitation and Online Protection Centre) provide for use on webpages so that children and young people have a method of reporting anything untoward that they see online or is happening to them online, eg grooming.
<b>Chat Acronym:</b>	<p>An acronym used to communicate, usually through instant and text messaging. Some popular acronyms include</p> <ul style="list-style-type: none"> <li>• ASL - Age/sex/location</li> <li>• BRB - Be right back</li> <li>• CD9 - Code 9, parents around</li> <li>• F2T - Free to talk</li> <li>• IDK - I don't know</li> <li>• LGH - Let's get high</li> <li>• LMIRL - Let's meet in real life</li> <li>• LOL - Laugh out loud</li> <li>• MorF - Male or female</li> <li>• POS - Parents over shoulder</li> <li>• PRON - Porn</li> <li>• TMI - Too much information</li> </ul>
<b>Chatroom:</b>	Public virtual place for real time communication. People from around the world can meet in chat rooms and discuss through messages they write using the keyboard. Chatrooms for children should be specifically designed for their age with supervisors and moderators.
<b>Club Penguin:</b>	Is a multiplayer online role-playing game involving a virtual world containing a range of online games and activities. Players (age-range 6-14) use cartoon penguin avatars and play in a winter-set virtual world.
<b>Content filter:</b>	A means of determining what content is available on a particular device or network. This is usually to prevent users from viewing content that is restricted for various reasons.
<b>Cookie:</b>	Websites use these files to store information on your browser, such as log-in or registration identification, user preferences, and online "shopping-cart" information. Your browser saves the information and reuses it when you return to those websites. You can refuse to accept cookies or erase all cookies saved on your browser. Rejection of cookies can make certain websites unusable.

## e-safety Glossary

<b>Cyber-bullying:</b>	Refers to bullying over electronic media, usually through instant messaging and email. It may involve repeated harm threats, sexual remarks, and insulting speech. Cyber-bullies may publish personal contact information of victims and even assume their identity and publish material in their name for the purpose of defaming or ridiculing. For more information about cyberbullying and its different forms, visit <a href="http://www.netsmartz.org/Cyberbullying">http://www.netsmartz.org/Cyberbullying</a> .
<b>Cyber Café:</b>	Also referred to as an internet café – a place where one can use a computer with internet access, usually for a per-minute or hourly rate.
<b>Cyber safety:</b>	Similar term to ‘online safety’ and ‘e-safety’ and refers to knowing and applying actions to keeping safe online when using digital and mobile technologies. Cyberstalking: refers to the use of information and communication technology, particularly the internet, to harass an individual, group of individuals or organisation.
<b>D</b>	
<b>Discussion board:</b>	An internet forum where discussions can be held and users can post their content.
<b>Download:</b>	Refers to the process of transferring internet content from an online service to a computer.
<b>E-mail (electronic mail):</b>	A means of electronic written communication that allows you to send messages with any kind of computer file attached – text, pictures, audio and more. Emails can be received and stored.
<b>Emoticon:</b>	An image, icon, used to convey feelings and emotions, eg smiley. It can be symbolised by using standard keyboard characters and punctuation marks or by using prefabricated characters provided in chat rooms, game rooms, instant messaging services, mobile phones, etc.
<b>Encryption:</b>	Is the process of transforming information using an algorithm to make it unreadable to anyone except those who possess the key to read it.
<b>F</b>	
<b>Facebook:</b>	A social networking website globally recognised.
<b>Favourites:</b>	A customisable browser folder where you can save interesting links/bookmarks. The bookmarks can be organised in sub-folders and/or tagged with keywords for easy search.
<b>File-sharing Program –</b>	Any program that allows many different users to share files, such as movie, music, and image files, directly with each other. There may be a risk of illegally downloading materials or downloading a computer virus. Typically files are shared via P2P (peer-to-peer) networks.

## e-safety Glossary

<b>File transfer:</b>	The act of transmitting files over a computer network. From the user's perspective, file transferring is often referred to as uploading or downloading.
<b>Filter:</b>	An application which regulates access to information or specific internet services, warns against problematic websites, keeps track of users' navigation, blocks risky sites and even turns off a computer altogether. Filter systems can be installed on stand-alone computers, servers, phones with internet access, etc.
<b>Firewall:</b>	A hardware (integrated in your router) or software (installed on your PC) device configured to prevent unauthorised users (such as hackers and crackers) from accessing a computer or a computer network connected to the internet.
<b>Flaming:</b>	A hostile and insulting interaction between internet users. It usually occurs in discussion boards.
<b>Flickr:</b>	Is a platform that offers users photo sharing tools and online community access.
<b>Folder:</b>	An entity in a file system which contains a group of files and/or other directories. Folders can contain multiple documents and are used to organise information.
<b>Form (online form):</b>	A formatted document containing blank fields that you can fill in with data. The electronic form can be filled in with free text or by choosing alternatives from pre-established lists (drop-downs). After submission, the data is directly sent to a processing application which enters the information into a database.
<b>Forum:</b>	An online discussion group where participants with common interests can openly exchange messages on different topics.
<b>Freeware and shareware:</b>	In general, software is protected by copyright and can therefore not be downloaded. Freeware means that the copyright holder of the software consents to the software being used by anyone free-of-charge. Shareware means that the copyright holder consents to the software being used by anyone for a trial period. After that period, the user has to pay a fee to keep on using the service.

## e-safety Glossary

<b>G</b>	
<b>Geolocation Services:</b>	Users may use these services to share their locations with their friends or with other users. Examples of these services include <ul style="list-style-type: none"><li>• Facebook Places<sup>®</sup></li><li>• Foursquare<sup>®</sup></li><li>• Gowalla<sup>®</sup></li></ul>
<b>Google:</b>	An internet company and brand that offers a variety of services such as online and mobile advertising related to its internet search, web-based email, etc.
<b>Grooming:</b>	This is the process predators use to manipulate minors into sexual relationships or into producing sexual images of themselves. It often includes the giving of compliments or gifts. For more information about predators and their tactics, visit <a href="http://www.netsmartz.org/Predators">http://www.netsmartz.org/Predators</a>
<b>H</b>	
<b>Hacker</b>	A popular term for someone who accesses computer information either legally or illegally.
<b>Hacking:</b>	To use a computer or other technological device or system (eg mobile phone) in order to gain unauthorised access to data held by another person or organisation.
<b>History</b>	A list of websites the people using a particular computer have visited. Check your children's website history to see what sites they have visited.
<b>Homepage</b>	The Web page that your browser is set to open when it starts up, or the main page of any website
<b>Hyperlinks</b>	An image or a portion of text that, when clicked, allows electronic connections. These connections access other Internet materials such as images, sounds, animations, videos, or other Web pages.
<b>I</b>	
<b>Icons:</b>	Small pictures that represent the programs on your computer.
<b>Identity theft:</b>	The practice of stealing personal details (eg name, birth date, credit card number) and using them illegally.
<b>Illegal content:</b>	Online content which is illegal under national legislation. The most common types of such content are images of sexual abuse of children, illegal activity in chat rooms (eg grooming), online hate and xenophobia websites.
<b>Instant Messaging (IM):</b>	Through instant messaging (IM), users can quickly exchange messages with other online users, simulating a real-time conversation or "chat." Messages appear almost instantly on the recipient's monitor, and anyone designated as a "buddy" can participate.
<b>Internet Service Provider (ISP)</b>	A company that provides Internet access to customers, like Sky, BT.

## e-safety Glossary

<b>Internet Protocol address (IP):</b>	Is a unique address that can identify a specific computer.
<b>Internet Service Provider (ISP):</b>	An Internet Service Provider is a company or business that provides access to the internet and related services, eg BT
<b>Internet Watch Foundation (IWF):</b>	The IWF maintains the reporting of illegal content, particular websites containing child abuse images. It was established in 1996 by the internet industry to provide the UK internet <a href="#">Hotline</a> for the public and IT professionals to report criminal online content in a secure and confidential way  <a href="https://www.iwf.org.uk/">https://www.iwf.org.uk/</a>
<b>J</b>	
<b>Junk/spam folder:</b>	In an email box, the place where emails that are considered to be spam or junk are stored.
<b>Junk mail:</b>	Unwanted email messages that are sent out to people via their email address
<b>L</b>	
<b>Leeching:</b>	Is one who benefits, usually deliberately but not necessarily illegally, from others' information or effort but does not offer anything in return, eg using another person's wifi.
<b>Link/Hyperlink:</b>	A reference to document available online (webpage, text document, picture, etc). Clicking on the link brings up a new section of the same document, another document or a completely different website. Text links are typically blue and underlined, but they can also be any colour and not underlined. Images can also serve as links to other web pages.
<b>Locator software:</b>	Software frequently installed or available to smart phones that can identify and pinpoint your location.
<b>Log in/Log off:</b>	To log in refers to identifying oneself to the system in order to obtain access whilst to log out is to close off one's access.
<b>M</b>	
<b>Malware:</b>	Short for malicious software, represents software designed to infiltrate or damage a computer system without the owner's informed consent. It includes computer viruses, worms, Trojan horses, spyware, dishonest adware and other malicious and unwanted software.

## e-safety Glossary

<b>Massively Multiplayer Online Role-playing Games (MMORPG)</b>	<p>These games allow a player to choose a character and then interact with many other players in a virtual game world. World of Warcraft® is one example of an MMORPG.</p>
<b>Memory/USB stick:</b>	<p>Data storage device integrated with a USB (universal serial bus) connector. A memory stick is typically small, lightweight, removable and rewritable.</p> <p>Microsoft: a multinational computer technology corporation that develops, manufactures, licences and supports a wide range of software products for computers.</p>
<b>Multimedia Messaging Service (MMS):</b>	<p>Is a standard for telephone messaging systems that allows users to send messages that include multimedia objects, eg audio/video. 6</p>
<b>Moderator:</b>	<p>Someone who may remove unsuitable contributions from a website or forum depending on the moderation policy in place.</p>
<b>Monitoring software:</b>	<p>Specifically designed software to monitor activity on a computer, eg by monitoring keyboard strokes, content retrieval and track the websites or e-mail messages that a child visits or reads.</p>
<b>Mouse Trapping</b>	<p>A commonly used technique by pornography sites where a user gets "locked" in a website. While surfing the Internet it is possible to click a website and have multiple undesirable websites open. When this happens, you often cannot close or back out of the sites and must close your Web browser completely.</p>
<b>Mp3:</b>	<p>Is an audio-specific encoding format. An mp3 file is about one tenth the size of the original audio file, but the sound is nearly of CD-quality. Because of their small size and good fidelity, mp3 files have become a popular way to store music files on both computers and portable devices, eg the iPod.</p>
<b>MySpace:</b>	<p>Is a social networking website.</p>
<b>N</b>	
<b>Netiquette</b>	<p>Courtesy, honesty, and polite behavior practiced on the Internet.</p>
<b>Network:</b>	<p>A group of interconnected computers capable of exchanging information.</p>
<b>Network roaming access:</b>	<p>A facility on a mobile phone that allows the mobile to connect to its nearest network when abroad.</p>

## e-safety Glossary

<b>O</b>	
<b>Online:</b>	Refers to being connected to a computer service.
<b>P</b>	
<b>Parental controls:</b>	Settings that parents can use to customise a browser or other web tool in view of making them more children friendly and safe by the use of features such as content filtering, time limitation, game controls, etc.
<b>Password:</b>	A secret combination of characters that enables its owner to access a file, computer, account or program as a safety measure against unauthorised users.
<b>P2P (peer-to-peer) network:</b>	A peer-to-peer network allows those who are connected to it to exchange files by uploading and downloading. It is only one of several ways files are shared on the internet. Some file sharing services are illegal.
<b>Pharming:</b>	Is the illegal act of fraudulently. An online scam that attacks the browser's address bar. Users type in what they think is a valid website address and are unknowingly redirected to an illegitimate site that steals their personal information. Users should make sure they are using secure web connections to access sites such as those provided for banking.
<b>Phishing:</b>	An online scam that uses e-mail to "fish" for users' private information by imitating legitimate companies. Scammers copy legitimate websites and set up nearly identical pages. People are lured into sharing user names, passwords, account information, or credit card numbers.
<b>Piracy</b>	Illegally copying copyrighted software, music, or movies.
<b>Plug-in</b>	This software extends the capabilities of your browser. They may allow you to play multimedia or audio files, for example.
<b>Podcast</b>	An audio show that is broadcast over the web and may include talk shows, music, or other types of audio. Podcast can be made available for download.
<b>Pop-up ads:</b>	Online advertising messages that appear on the screen and attract web traffic or capture email addresses.
<b>Pop-up window:</b>	A window that suddenly appears when visiting a website or pressing a special function key. Usually, pop-up windows contain a menu of command and stay on the screen only until you select one of the commands or close it by clicking on the top-right corner cross.
<b>Posting:</b>	Refers to a user's contribution to a blog or internet forum.
<b>Privacy:</b>	The ability to control what information one reveals about themselves over the internet, and to control who can access that information.

## e-safety Glossary

<b>Privacy settings:</b>	A set of account-specific privacy details that you can edit in order to enhance privacy against disclosure of personal information, cookies, etc.
<b>Profile</b>	Social media sites that users can provide in social networking spaces, instant messaging systems, online chat applications, online games, etc. Profiles can be public or private, are customised by users to represent themselves in virtual places. Facebook® and MySpace® users create a profile when they join the sites.
<b>R</b>	
<b>Recycle bin/Trash:</b>	A computer directory where deleted files are temporarily stored before users permanently delete them. You have to regularly remove old and unwanted data from the recycle bin to free up space on the hard disc, the computer's internal storage.
<b>RSS: (Rich Site Summary)</b>	A family of web feed formats used to publish frequently updated digital content such as blogs, news feeds or podcasts. A way to provide Web content, such as news articles, in standard XML format.
<b>S</b>	
<b>Scan:</b>	The action or process of converting printed material to digital files by using a scanner.
<b>Search Engine:</b>	A program that searches for information on the World Wide Web by looking for specific keywords and returns a list of information found on that topic. Google®, Yahoo!®, and Bing™ are examples of search engines.
<b>Sexting:</b>	The use of cell phones to send sexual messages, pictures, and videos.
<b>Sign-up:</b>	subscribing to an online service, newsletter, discussion forum, email chatroom etc.
<b>Skype:</b>	a software application that allows users to make voice and video calls and chats over the internet. Skype has become popular for its additional features which include instant messaging, file transfer and video conferencing.
<b>Smartphone:</b>	Unlike its more basic counterparts, smartphones have operating systems and allow users to run applications similar to those used on computers. For example, users may be able to view, create, and edit documents from a smartphone.
<b>SMS (short message service):</b>	Is a communication protocol that allows users to exchange short text message between mobile telephone devices.

## e-safety Glossary

<b>Social Media Sites</b>	<p>Internet applications which are used to facilitate communication between users. These applications include</p> <ul style="list-style-type: none"> <li>• Blogs and microblogs such as LiveJournal® and Twitter®</li> <li>• E-mail programs such as Gmail™, Yahoo!Mail®, and Hotmail®</li> <li>• Picture and video sharing sites such as Flickr®, Photobucket®, and YouTube®</li> <li>• Social networking sites such as Facebook®, MySpace®, and MyYearbook®</li> <li>• Virtual worlds such as Club Penguin®, Habbo®, and Nicktropolis®</li> </ul>
<b>Social Networking Site</b>	<p>An online community where people from all over the world may meet and share common interests. These sites allow members to set up a profile, which may include information such as name, location, phone number, age, and gender. Often users will post pictures and videos. For more information about social networking, see <a href="http://www.netsmartz.org/SocialNetworking">http://www.netsmartz.org/SocialNetworking</a>.</p>
<b>Spam:</b>	<p>Refers to unwanted email, usually of a commercial nature, sent out in bulk to an indiscriminate set of recipients. It is usually trying to sell you something.</p>
<b>Spam filter:</b>	<p>An application which blocks spam messages from being stored in your email box.</p>
<b>Spiders:</b>	<p>Computer robot programs used by search engines to crawl the world wide web via the internet, visiting websites and databases and updating the search engine's database of web pages.</p>
<b>Spyware:</b>	<p>Is malware secretly attached to files downloaded from the internet. Spyware usually installs itself on the computer and monitors activity in order to send private information to third parties.</p>
<b>Streaming:</b>	<p>The exchange of video clips, sound, or other types of media over the Internet. It is a way for the user to quickly download these files.</p>
<b>T</b>	
<b>Tagging:</b>	<p>Labelling of photos online with names of people.</p>
<b>Temporary Internet Files</b>	<p>A folder on your computer that will tell you every site that has been visited. Every time you open a Web page, your computer saves a copy of that site's files and graphics in your "temporary Internet files folder."</p>
<b>Trojan horse:</b>	<p>A program that contains or installs a malicious program (Trojan). These may appear to be useful or interesting to an unsuspecting user, but are actually harmful when executed. They are designed to access sensitive data or destroy data.</p>
<b>Troll:</b>	<p>Someone who posts inflammatory, or off-topic messages in an online community, such as an online discussion forum, chat room, or blog, with the primary intent of provoking readers into an emotional response or of otherwise disrupting normal on-topic discussion.</p>

## e-safety Glossary

<b>Twitter:</b>	A social networking site that encourages instant chat (called Tweets).
<b>Tweet:</b>	A message that is no longer than 140 characters used on Twitter.
<b>U</b>	
<b>Uploading:</b>	Refers to the process of sending data from a local system to a remote system or website.
<b>URL:</b>	Uniform resource locator which is another name for a web address. It indicates where a file, image or document can be accessed via the internet.
<b>Username:</b>	A name defined by the user which allows access to a computer system or online service. It represents users in contact lists, chat rooms, etc. Usernames if well-chosen can protect your anonymity online.
<b>V</b>	
<b>Video conferencing:</b>	A set of interactive telecommunication technologies which allow two or more locations to interact via 2-way video and audio transmissions simultaneously.
<b>Virus</b>	A computer program that can destroy files or make your computer "crash." Viruses can be sent via e-mail or through other file-sharing programs. Anti-virus software and not downloading information from people you don't know can help keep viruses from damaging your computer.
<b>Voice over internet protocol (VoIP):</b>	A technology permitting users to talk over the internet. Calls can be free of charge for users calling each other through the same VoIP, eg Skype.
<b>W</b>	
<b>Web 2.0</b>	The evolution of the Internet which allows users to create their own content and put it on the Web, in addition to downloading content. Social networking sites, like Bebo <sup>®</sup> , and video-sharing sites, like YouTube <sup>®</sup> , are both part of Web 2.0.
<b>Webcam</b>	A small digital camera that can broadcast through the web, in instant messaging, PC video conferencing applications, chat platforms, etc. Web-accessible cameras include a digital camera which uploads images to a web server, either continuously or at regular intervals.
<b>Website:</b>	A location on the world wide web, usually containing multiple web pages and normally owned by an individual, group, organisation or business.
<b>Whitelisting Software</b>	A form of filtering that only allows connection to a preapproved list of sites that are considered useful and appropriate.
<b>Wi-fi:</b>	The common name for wireless technology.

## [e-safety Glossary](#)

<b>Wikipedia:</b>	A multilingual, web-based, free content encyclopaedia which is written collaboratively by volunteers.
<b>Wireless network;</b>	A telecommunications network that interconnects without the use of wires. Wireless devices use radio instead of wires to transmit data back and forth between devices connected to the same network.
<b>Worm:</b>	A special type of virus that is self-replicating and can spread across many computers and harm networks, consume bandwidth, shut computers down, etc.
<b>www:</b>	world wide web
<b>Y</b>	
<b>YouTube:</b>	A popular free video-sharing website that allows registered users to upload and share video clips online.