

January 12, 2016

**SUBJECT:****ORIGINATING DEPARTMENT:****Definition of Terminology****Systems Management**

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Terminology	Definition
Accessories/Aids	Any item which lends comfort or ergonomic value. Examples would be keyboard trays, screen filters, paper holders, mouse pads, furniture, etc. If it conducts or requires electricity it is probably not ergonomic in nature.
Account	The means by which a user can access a computer or network system or its resources.
A.D.A.	Americans With Disabilities Act, and any regulations or laws pertaining thereto.
Administrator account	The account that has full privileges to all system resources on a computer or network system. May also be called "Root" on Unix/Linux/Solaris style operating systems.
Asset	Any BOCC owned item with a value at or above that defined by the State of Florida as an asset. In some cases (such as a computer and monitor) it may be comprised of a collection of components.
Backup	The process of copying data or configurations to tape or other media for the purpose of safeguarding data or disaster recovery.
BOCC	Citrus County Board of County Commissioners.
Barracuda	Device that intercepts and archives all email traffic to and from BOCC email servers. The contents can be searched.
BOCC Intranet (or just "Intranet")	Any and all web pages, images, computer code, or processes which can only be viewed by BOCC (or designated Constitutional Offices) employees over the internal BOCC Network. Usually refers to servers that are viewed with web browsers.
BOCC Web Site	Any and all web pages, images, computer code, or processes which can be viewed by anyone accessing <a href="http://www.bocc.citrus.fl.us">http://www.bocc.citrus.fl.us</a> or any other associated/aliased website owned by the BOCC.
Branch	Typically refers to a Branch of Government outside the BOCC, such as the Constitutional Offices. Each would be considered a Branch.
Broadband	A term referring to a high speed connection often in reference to the Internet.
C.A.D.	Can reference " <i>Computer Aided Drawing</i> ", " <i>Computer Aided Design</i> " or " <i>Computer Aided Dispatch</i> " for 911 services.
Cloud Based	Refers to real time storage of data on storage devices not
Computer	A programmable machine that performs high-speed processing of numbers, which could be rendered as text, graphics, symbols, and sound. All computers contain a central processing unit that interprets and executes instructions; input devices, such as a keyboard, mouse or touch screen, through which data and commands enter the computer; memory that enables the computer to store programs and data; and output devices, such as printers and display screens, that show the results after the computer has processed data.
Computer	These are functional electronic devices costing less than the current

Accessories	defined minimum for an Asset. They should not be confused with Accessories.
Dial-Up	Refers to using a standard modem on a standard telephone line. A very slow way to access the Internet or to create a network connection between two sites.
Directory Service	A network service that identifies all resources on a network and makes them accessible to users and applications. Resources include email addresses, computers, and peripheral devices such as printers. The directory service should make the physical network topology, protocols, and security apparatus transparent so that a user on a network can access any resource without knowing where or how it is physically connected. Examples include Active Directory, eDirectory (aka NDS), and LDAP (Lightweight Directory Access Protocol).
DNS	DNS is an abbreviation for Domain Name System, a system for naming computers and network services that is organized into a hierarchy of domains. DNS naming is used in TCP/IP networks, such as the Internet, to locate computers and services through user-friendly names. When a user enters a DNS name in an application, DNS services can resolve the name to other information associated with the name, such as an IP address.
DSL	Digital Subscriber Loop, a technology offered by telephone companies to access the Internet at higher than dial-up speeds.
Email	A shortened version of "electronic mail". A system for sending messages from one individual to another via telecommunications links between computers or terminals. Any messages or attachments sent or received using an email system. Unless otherwise stated email refers to messages in the BOCC network.
Enhanced Computer	A computing device with capacity and capabilities beyond a Standard Computer. Use is limited to complex technical applications such as GIS or Computer Aided Drafting.
EOC	Emergency Operations Center
Exempt Devices	Electronic devices that do not meet the definition of Computer, Printer, or Network related devices. Exempt Devices do not connect to the BOCC network. Examples would be stand-alone copiers, fax machines, typewriters, calculators, projectors, etc.
Fiber Ring	The fiber optic network leased from Brighthouse Inc. which connects numerous Government campuses allowing the servers and computers on those campuses to communicate via a high speed network.
Firewall	An integrated collection of security measures designed to prevent unauthorized or unwanted access to a network. Usually placed between the two networks like the Internet and the BOCC network.
FTP	File Transfer Protocol. A software protocol used to transfer computer files from one computer to another over a network.
GIS	Geographic Information System. A computer application used to store,

	view, and analyze geographical information, especially maps.
Hardware	Any computer, printer, handheld device that sends or receives data or voice to or from the BOCC Network or telephone system either by installation, cable, radio frequency transmissions, infrared transmissions, or any form of transmission, and any component installed within or attached to these devices.
Home Folder	Also referred to as a home directory. The place on a file server that users should store their work files not needed to be shared with co-workers. Files in this location will be backed up. The folder is F:\username.
IaaS	Infrastructure as a Service. A contractual arrangement between the BOCC and a vendor where servers and other equipment located on the vendor's premises are leased to host software. The vendor optionally may manage all the equipment. Requires strong Internet connectivity.
Internet	A computer network consisting of a worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange.
IP Address	Internet Protocol address. A numerical identification scheme used by computers in a network.
Maintenance Contract	Any contract covering the maintenance and/or ongoing service of a hardware item. Typically provided by a third party but could also involve an inter-local agreement between County / State agencies.
Laptop Computer	A small, compact, portable computer. Also, called a notebook computer.
Local Area Network	Also called a LAN. Supplies networking capability to a group of computers in close proximity to each other such as in an office building. A LAN is useful for sharing resources like files, printers, or other applications.
Location ID	A number assigned to each physical location where a telephone, computer, or printer could reside. This number is assigned by OSM and uniquely identifies work areas. This number is printed on a card along with a bar code, and is inserted into a clear plastic sleeve affixed near the hardware.
MAC	Media Access Control address. A unique number assigned to each network adapter for the purpose of identification.
Media	Any method of storing and or transporting digital data or code. Physical Media would be CD's, DVD's, diskettes and portable flash RAM devices. Media such as these are is classified as office supplies and is are exempt from purchasing restrictions outlined elsewhere in these regulations. Specifically excluded are external hard disk drives that must be plugged into the host computer and rely on the host computer or an external power source to function. These are considered hardware.

Mobile Device	Any small computing device such (but not limited to) smart phones, tablets, netbooks (or similar devices), personal digital assistants (PDAs), or hand-held PCs. These devices usually have the ability to connect to wireless networks.
Multi-function Printer	An input/output device that may perform more than one function, typically a copier that can also print, scan, or fax documents.
NAS	Network Attached Storage. A device which is a server that is dedicated to nothing more than file sharing. NAS does not provide any of the activities that a server in a server-centric system typically provides, such as email, authentication or file management. The device does not need to be located within the server but can exist anywhere in a network.
Network	A network consists of two or more computers, and typically other devices as well (such as printers, external hard drives, modems, switches, hubs, transceivers and routers), that are linked together so that they can communicate with each other and thereby exchange commands and share data, hardware and other resources.
Operating System	An essential collection of software that manages computer hardware resources and provides common services for computer programs.
OSM	Office of Systems Management
Passphrase	A passphrase is similar to a password in usage, but is generally longer for added security.
Password	A secret word or string of characters that is used for user authentication to prove identity, or for access approval to gain access to a resource
PC	Personal Computer
Peer-to-peer Network	When two or more PCs are connected and share resources without going through a separate server computer. Abbreviated as "P2P".
Remote Computing	See Telecommuting below
Root Account	The account that has full privileges to all system resources on a computer or network system. May also be called "Administrator" on Windows operating systems.
SaaS	Software as a Service. A lease arrangement between the BOCC and a software vendor where the software and data storage is provided by the vendor offsite. The vendor typically is required to store the data in multiple locations and provides all backup services. Requires a strong, redundant Internet connection.
SAN	Storage Area Network. A high-speed sub-network of shared storage devices. A storage device is a machine that contains nothing but a disk or disks for storing data.
Server	Any device which provides services to more than one employee or function. It could be data or telephonic.
Software	Any computer code, instructions, images, video, sound or queries that have or can be purchased, downloaded (or in any way installed on a

	computer or device), or written by BOCC staff or consultants.
Software License	Legal agreement between the BOCC and the licensor of a software program or system detailing the length and terms of use.
Software Maintenance/Support	Contractual agreement, usually involving a fee, between the BOCC and the Licensor detailing terms of support, maintenance and upkeep for a software package.
Standard Computer	Any computer that is assigned to a position (or function) staffed by a BOCC Employee. It typically includes the computer, monitor, and input devices such as a mouse and keyboard. This is a device serving the needs of a single employee, and does not act as a Server. This category is not suited to intensive work such as GIS or Computer Aided Drawing
Supplies	Any consumable item required for the continued use or upkeep of computer hardware. Includes paper, toner, ink, media or other non-powered portable storage devices
Tape Rotation	A process where the most recent backup is stored off-site from the source server to prevent a loss of data on the primary server. In the event of a server failure or data corruption the backup is used to restore the data.
Telecommuting	The ability to access the BOCC network, servers, workstations, or email from a remote location. Examples include employees working from home or accessing email from a remote location or vendors supporting their software or hardware systems.
User	A person who uses a computer or network resource. A basic account that has functional operating rights on a system, but not Administrator rights.
Username	Also known as a User ID or Login name. It is made up of the first six letters of the user's last name, first initial, middle initial. When there isn't a middle initial X will be used.
VoIP	Voice over IP ( <b>VoIP</b> ) is a methodology and group of technologies for the delivery of voice communications and multimedia sessions over Internet Protocol (IP) networks, such as the Internet.
VPN	Virtual Private Network. An encrypted connection between two different devices on two networks that privately connect via public networks like the Internet.
Wide Area Network (WAN)	Spans a large geographic area connecting multiple smaller networks, such as local area networks (LANs)
World Wide Web	A system of Internet servers that support specially formatted documents. The documents are formatted in a markup language called HTML (HyperText Markup Language) that supports links to other documents, as well as graphics, audio, and video files. This facilitates the linking of one document to another by clicking on pre-designated locations on the document. Not all Internet servers are part of the World Wide Web.

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**FOOTNOTES & REFERENCES TO RELATED TO AR's:** Supersedes AR 16.01 adopted May 25, 2010.