HPOL#A
References, Glossary, and Acronyms

(Version 0.3)

REFERENCES

Following are the materials referenced in preparation of the High Level Information Security Policy.

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The Standard of Good Practice for Information Security
Version 4.1
Publisher: Information Security Forum

GLOSSARY

A
Access: See *logical access*.

Access control: A means of ensuring the system's security by demanding that users supply a login name and password.

Address: The precise location of some type of resources (such as a file, a Web site, or storage space) in a computer system or network. In e-mail, an e-mail address.

Algorithm: A mathematical or logical procedure for solving a problem. An algorithm is a recipe for finding the right answer to a difficult problem by breaking down the problem into simple steps.

Alphanumeric characters: Characters available on a keyboard, including upper and lowercase letters A through Z, numbers 0 through 9, punctuation marks, and symbols that can be entered from the keyboard, such as % and *.

Analog: Based on continuously varying values or voltages.

Anonymous FTP: In systems linked to the Internet, the use of a file transfer program to contact a distant computer system to which you have no access rights, log on to its public directories, and transfer files from that computer to your own.

Antivirus software: A utility designed to check for and remove computer viruses from memory and disks. An antivirus program detects a virus by searching code recognized as that of one of the thousands of viruses known to afflict computer systems.

Application: A program that enables you to do something useful with the computer, such as writing or accounting (as opposed to utilities, programs that help you maintain the computer).

Application software: Programs that perform specific tasks, such as word processing or database management, in contrast to system software, which maintains or organizes the computer system, and utilities, which help you maintain and organize the system.

Architecture: The overall conceptual design of a hardware device or computer network that specifies how its various components interact.

Archive: An infrequently accessed but comprehensive collection of data.

Attachment: In e-mail, a binary file, such as a program or a compressed word processing document, that has been attached to an e-mail message. The content of the file does not appear within the e-mail message itself.

Audit trail: In a software package, any program feature that automatically keeps a record of transactions so that you can backtrack to find their origin.

Authenticate: To establish the identity of a person accessing a computer network.

Authentication: In a network, the process by which the system attempts to ensure that the person logging on is the same person to whom the account was issued.

Automation: The replacement of human skill by automatic machine operations. Word processing software is an example of the potential of automation.

Auxiliary storage: See *secondary storage*.

B
Backup: A copy of installed application software or of data files that have been created. Also, the act of copying files to another disk.

Backup and recovery test: A test that is performed to verify whether the system can be restarted after a failure.

Backup file: A copy of a file created as a safety precaution in case anything happens to the original.

Backup procedure: A regular maintenance procedure that copies all, new, or altered files to a backup storage medium, such as floppy disk or a tape drive.

Binary file: A file containing data or program instructions in a computer-readable format.

Binary number: A number system with a base (radix) of 2. Binary numbers are preferred for computers for precision and economy. Building an electronic circuit that can detect the difference between two states (high current and low current, or 0 and 1) is easy and inexpensive.

Bit: The basic unit of information in a binary numbering system (Binary digiT). The electronic circuitry in computers detects the difference between two states (high current and low current) and represent these states as one of the two numbers in a binary system: 1 or 0. These basic high/low, either/or, yes/no units of information are called bits. 8 bits comprise 1 byte.

Boot: To initiate an automated routine that clears the memory, loads the operating system, and prepares the computer for use.

Bridge: In local area networks (LANs), a device that allows two adjacent networks to exchange data.

Bug: A programming error that causes a program or a computer system to perform erratically, produce incorrect results, or crash.

Bulletin board: A small scale online service, usually accessed by means of direct-dial modem links. A bulletin board includes topically oriented discussion groups, and file downloading.

Byte: Eight contiguous bits, the fundamental data unit of personal computers. Storing the equivalent of one character, the byte is also the basic unit of measurement for computer storage.

C

CD: See *compact disk*.

CD-ROM: Acronym for Compact Disk Read Only Memory, a read-only optical storage technology that uses compact disks. CD-ROM technology was originally used for encyclopedias, dictionaries, and software libraries, but now these disks are often used in multimedia applications and for software distribution.

Central processing unit (CPU): A computer's internal storage, processing, and control circuitry.

Certificate: An encrypted and digitally signed attachment to an e-mail message or downloaded file that attests that the received data really comes from its claimed source and has not been altered while it was en route.

Chat session: In an online service, bulletin board service, or Internet Relay Chat (IRC) to converse with other computer users by exchanging typed lines of text in a real-time conversation.

Client/server: A design model for applications running on a network, in which the bulk of the back-end processing takes place on a server.

Code: See *software code*.

Commercial software: Copyrighted software that must be paid for before it can be used.

Compact disk: A plastic disk that uses optical storage techniques to store digitally encoded computer data.

Compiled program: A program that has been transformed into machine-readable object code by a compiler.

Compiler: A program that reads the statements written in a human-readable programming language, and translates the statements into a machine-readable executable program.

Compress: To reduce the size of a file by running a compression program on it.

Computer: A machine that can follow instructions to alter data in a desirable way and to perform at least some operations without human intervention.

Computer system: A complete computer installation including peripherals, such as hard and floppy disk drives, monitor, mouse, operating system, software, and printer – in which all the components are designed to work with each other.

Computer virus: See *virus*.

Confidentiality: In network security, the protection of any type of message from being intercepted or read by anyone other then its intended recipient.

Configuration: The choices made in setting up a computer system or an application program so that it meets the user's needs.

Cookie: In the World Wide Web, a small text file that the server writes to the user's hard disk without the user's knowledge or permission. The data in the cookie file enables one Web page to pass information to other pages.

CPU: See *central processing unit*.

Cryptographic key: See *public key cryptography*.

Cryptography: The science of coding messages so that they cannot be read by any person other than the intended recipient.

Cyber: A prefix that means computer.

D
Data: Factual information (such as text, numbers, sounds, and images) in a form that can be processed by a computer.

Data field: In a database management program, a space reserved for a specified piece of information in a data record.

Data file: A file containing the work you create with a program; in contrast, a program file contains instructions for the computers' handling of the data.

Data integrity: The accuracy, completeness, and internal consistency of the information stored in a database.

Data record: In a database management program, a complete unit of related data items stored in named data fields.

Data privacy: On a network, a presumed right that your disk storage area, e-mail, and files will not be scrutinized by persons to whom you have not given permission.

Data processing: Preparing, storing, or manipulating information.

Data storage media: Collectively, the technologies used for auxiliary storage of computer data, such as disk drives and magnetic tapes.

Data validation: In a database, a method of increasing the validity of data by defining acceptable input ranges for each field in the record.

Database: A collection of related information about a subject organized in a useful manner that provides a base or foundation for procedures, such as retrieving information, drawing conclusions, and making decisions.

Debug: In programming, to detect or locate, and subsequently to fix, errors in the program's source code.

Decode: To convert an encrypted or encoded file so that it is readable, normal data.

Decryption: In cryptography, the decoding on an encrypted message by means of a key.

Demilitarized zone (DMZ): A server that is directly connected to the Internet so that an organization can establish an external Web presence; however, the organization's internal network is hidden behind a firewall and prevents direct access from the outside. See *firewall* and *server*.

Desktop: See *desktop computer*.

Desktop computer: A personal computer or professional workstation designed to fit on a standard-sized office desk that is equipped with sufficient memory and disk storage to perform business computing tasks. See *portable computer*.

Destination: The record, file, document, or disk to which information is copied or moved, as opposed to the source.

Device: Any hardware component or peripheral, such as a printer, modem, monitor, or mouse, that can receive and/or send data.

Dial-up access: A means of connecting to another computer or a network such as the Internet with a modern-equipped computer.

Dial-up modem: In contrast to a modem designed for use with a leased line, a modem that can dial a telephone number, establish a connection, and close the connection when it is no longer needed.

Digital: A form of representation in which distinct objects, or digits, are used to stand for something in the real world – for example, temperature or time – so that counting and other operations can be performed precisely. Data represented digitally can be manipulated to produce a calculation, a sort, or some other computation.

Digital signature: An encrypted, tamper-proof attestation, usually attached to an encrypted e-mail message or a certificate, that the person or authority signing the certificate is confident that the message's originator is actually the person he/she claims to be.

Disk: See *floppy disk* and *hard disk*.

Disk drive: A secondary storage device, such as a floppy disk drive or a hard disk.

Diskette: See *floppy disk*.

DMZ: See *Demilitarized zone*.

Document: A file containing work you have created, such as a business report, a memo, or a worksheet.

Documentation: The instructions, tutorials, and reference information that provide the information needed to use a program or computer system effectively. Documentation can appear in printed form or in online help systems.

Domain: In a computer network, a group of computers that are administrated as a unit.

Domain name: On the Internet, the codes used to represent a specific file located at a specific computer.

Download: Transferring a copy of a file from a distant computer to a disk in your computer using data communication links.

Drive: See *disk drive*.

E
E-commerce: See *electronic commerce*.

Electronic commerce: The use of the Internet for business-to-business and business-to-consumer transactions.

Electronic mail: The use of a computer network to send and receive messages.

E-mail: See *electronic mail*.

E-mail address: A series of characters that precisely identifies the location of a person's electronic mailbox.

E-mail server: A program that performs either or both of the following tasks: sending e-mail messages to their destinations on the network, or receiving incoming mail and storing it until the user logs on and accesses the waiting mail.

Encryption: In cryptography, the process of converting a message into a ciphertext (and encrypted message) by using a key so that the message appears to be nothing but gibberish. However, the intended recipient can apply the key to decrypt and read the message. See *decryption*, *cryptography* and *key*.

End user: The person who uses a computer system and its application programs to perform tasks and produce results.

Exception report: In a transaction processing system, a document that alerts someone of unexpected developments.

Execute: To carry out the instructions in an algorithm or program.

F
Fax: To send and receive printed pages between two locations using a telephone line. Fax is short for facsimile. See *fax machine*.

Fax machine: A standalone device that can send and receive images of paper through a phone line.

Field: See *data field*.

File: See *data file*.

File server: A computer that stores on its hard disk the application programs and data files for all the workstations in the network.

File Transfer Protocol (FTP): An Internet standard for the exchange of files.

Firewall: A program or set of programs that serve to disguise an internal network's addresses so that they cannot be directly accessed from the external Internet.

Firmware: Broadly, the system software stored in a computer's read-only memory (ROM) or elsewhere in the computer's circuitry.

Floppy disk: A removable data storage medium that uses a magnetically coated flexible disk enclosed in a plastic envelope or case.

Floppy diskette: See *floppy disk*.

Fraud:

Freeware: Copyrighted programs that have been made available without charge for public use.

FTP: See *File Transfer Protocol*.

G
Gateway: In networks, a device that connects two dissimilar local area networks (LANs) or connects a local area network to a wide area network (WAN), a minicomputer, or a mainframe.

GIF: An acronym for Graphics Interchange Format. A graphics file used to encode and exchange graphics files on the Internet.

Graphics: In personal computing, the creation, modification, and printing of pictures, as opposed to text.

Graphics Interchange Format (GIF): See *GIF*.

H
Hard copy: Printed output, as distinguished from data stored on disk or in memory.

Hard disk: A secondary storage medium that uses several rigid disks coated with a magnetically sensitive material.

Hardware: The electronic components, boards, peripherals, and equipment that make up the computer system; distinguished from the programs (software) that tell these components what to do. Compare with *software*.

Host: 1. In the Internet, any computer that can function as the beginning and end point of data transfers. **2.** In networks and telecommunications, a server that performs centralized functions, such as making program or data files available to other computers.

Host machine: See *host*.

I

Information: Data – whether in the form of numbers, graphics, or words – that has been organized, systematized, and presented so that the underlying patterns become clear.

Information system: A purposefully designed system that brings data, computers, procedure, and people together to manage the information that is important to an organization's mission.

Input: See *input data*.

Input data: Any information entered into a computer.

Input device: Any peripheral that assists you in getting data into a computer, such as a keyboard, mouse, voice recognition system, or modem.

Integrity: See *data integrity*.

Intellectual property rights: Ideas, as well as tangible expression of those ideas, that uniquely derive from an individual's painstaking intellectual efforts. Protection of intellectual property is given by copyrights and patents.

Internet: A system of linked computer networks, worldwide in scope, that facilitates data communication services such as file transfer, electronic mail, the World Wide Web, and newsgroups.

Internet Relay Chat (IRC): A real-time Internet-based chat service in which one can find "live" participants from the world over.

Interpreted: Executed line-by-line from source code rather than from object code created by a compiler. See *interpreted code* and *interpreter*.

Interpreted code: Program code that requires an interpreter to execute, in contrast to compiled programs, which are executable.

Interpreter: A translator for a high-level programming language that translates and runs the program at the same time.

Intranet: A computer network designed to meet the internal needs of a single organization that is based on Internet technology.

IRC: See I*nternet relay chat*.

J

K
Key: In cryptography, the procedure that is used to encipher the message so that is appears to be just nonsense. The key is also required for decryption.

Keyboard: An input device that provides a set of alphabetic, numeric, punctuation, symbol, and control keys. When a key is pressed, a coded input signal is sent to the computer, which echoes the signal by displaying a character onscreen.

L
LAN: See *Local Area Network.*

Laptop computer: A small, portable computer that is light and small enough to hold on your lap.

Leased line: A permanently connected and conditioned telephone line that provides wide area network (WAN) connectivity to an organization.

Library: A collection of programs kept with a computer system and made available for processing purposes.

Licence: See *software licence*.

Local Area Network (LAN): A computer network that physically links two or more computers within a geographically limited area.

Logical access: The right or ability to gain entry to a computer system and make use of its resources.

Logical network: A network as it appears to the user.

Log off: The process of terminating a connection with a computer system or peripheral device in an orderly was. See *log on*.

Log on: The process of establishing a connection with or gaining access to a computer system or peripheral device.

Login: In a computer network, the authentication process in which a user supplies a login name and password.

M

Magnetic medium: A secondary storage medium that uses magnetic techniques to store and retrieve data on disks or tapes coated with magnetically sensitive materials.

Magnetic tape: A strip of thin plastic coated with a magnetically sensitive recording medium.

Mail bombing: A form of harassment that involves sending numerous large e-mail messages to an electronic mailbox.

Mail server: See *e-mail server*.

Mailbox: In e-mail, the storage space that has been set aside to store an individual's e-mail messages.

Mailing list: An Internet service in which users on the list automatically receive a copy of e-mail messages sent to the mail server, which has been assigned to users of the list.

Mainframe: A multi-user computer designed to meet the computing needs of a large organization.

Maintenance: See *program maintenance*.

Mega bytes: A measurement of storage capacity equal to approximately one million bytes (1,048,576 bytes).

Memory: The computer's primary storage, such as random access memory (RAM), as distinguished from its secondary storage, such as disk drives.

Memory resident: An accessory or utility program designed to remain in random access memory (RAM) at all times so that it can be activated quickly, even if another program is also in memory.

Minicomputer: A multi-user computer designed to meet the needs of a small organization. A minicomputer is more powerful than a personal computer but not as powerful as a mainframe.

Modem: A device that converts the digital signals generated to analog signals required for transmission over a telephone line and that, likewise, transforms incoming analog signals to their digital equivalents.

Monitor: The complete device that produces an onscreen image, including the display and all necessary internal support circuitry.

Mouse: An input device equipped with one or more control buttons that is housed in a palm-sized case and designed so that it can be rolled about. As the mouse moves, its circuits relay signals that correspondingly move a pointer onscreen.

Multimedia: A computer-based method of presenting information by using more than one medium of communication, such as text, graphics, and sound, and emphasizing interactivity.

Multiuser system: A computer system that can be used by more than one person to access programs and data at the same time.

N
Network: A communications, data exchange, and resource sharing system created by linking two or more computers and establishing standards, or protocols, so that they can work together.

Newsgroup: In a bulletin board system (BBS), a discussion group devoted to a single topic. Users post messages to the group, and those reading the discussion send reply messages to the author individually or post replies that can be read by the group as a whole.

Non-disclosure agreement: A contract designed to keep sensitive information confidential.

O
Online: 1. Directly connected with and accessible to a computer, and ready for use. **2.** Connected to a network. **3.** Available from a network.

Operating System: A master control program that manages the computer's internal functions, such as accepting keyboard input, and that provides a means to control the computer's operations and file system.

Optical storage: A storage device that uses optical techniques.

Output: The process of displaying or printing the results of processing operations.

Output data: Data being produced or to be produced by any component part of a computer.

Output device: Any device designed to assist in the output of data from a computer system. An output device may be a monitor, printer, disk drive, or other peripheral.

Outsource: The transfer of a project to an external contractor.

P
Packet: A unit of data of a fixed size that has been prepared for network transmission.

Packet switching: See *packet switching network*.

Packet switching network: A fundamental architecture for the design of a wide area network (WAN). The sending computer divides a message into a number of efficiently sized units called packets, each of which contains the address of the destination computer. These packets are simply dumped onto the network. They are intercepted by devices called routers, which read each packet's destination address and, based on that information, send the packets in the

appropriate direction. Eventually, the packets arrive at their intended destination, although some may have actually traveled by different physical paths. The receiving computer assembles the packets, puts them in order, and delivers the received message to the appropriate application.

Parameter: A value or option that you add or alter when you give a command so that the command accomplishes its task the way you want.

Password: An authentication tool used to identify authorized users of a program or network.

Patch: See *software patch*.

Peripheral: A device such as a printer or disk drive connected to and controlled by a computer but external to the computer's central processing unit (CPU).

Personal computer: A small computer equipped with all the system, utility, and application software, as well as the input/output devices and other peripherals, that an individual needs to perform one or more tasks.

Piracy: See *software piracy*.

Port: On the Internet, a logical channel through which a certain type of application data is routed to decode incoming data and route it to the correct destination.

Portable computer: A computer with a screen and keyboard built in and designed to be transported easily from one location to another.

Print server: A computer that has been dedicated to receiving and temporarily storing files to be printed, which are then sent out one by one to a printer.

Printer: A computer peripheral designed to print computer generated text or graphics on paper or other physical media.

Privacy: See *data privacy*.

Private key: See *private key cryptography*.

Private key cryptography: An electronic security authentication process that scrambles (encrypts) data that can only be unscrambled (decrypted) by the person who knows the secret (private) key (password).

Processing: The execution of program instructions by the computer's central processing unit (CPU) that in some way transforms data, such as sorting it, selecting some of it according to specified criteria, or performing mathematical computations on it.

Program: A list of instructions, written in a programming language, that a computer can execute so that the machine acts in a predetermined way.

Program maintenance: Altering programs after they have been in use.

Programmer: A person who designs, codes, tests, debugs, and documents a computer program.

Programming language: An artificial language consisting of a fixed vocabulary and a set of rules (called syntax) that you can use to create instructions for a computer to follow.

Protocol: In data communications and networking, a standard that specifies the format of data as well as the rules to be followed.

PSTN: See *Public Switched Telephone Network*.

Public domain: Intellectual property that has been expressly released for unconditional use, including for-profit distribution or modification, by any party under any circumstances whatsoever.

Public key: See *public key cryptography*.

Public key cryptography: In cryptography, a method of encryption that does not require the message's receiver to have received the decoding key in a separate transmission. The public key is publicly available and can be shared with anyone who needs to know.

Public Switched Telephone Network (PSTN): The worldwide network of switched telephone interconnections, enabling telephones worldwide to establish direct connections.

Q

R
RAM: See *random access memory*.

Random access memory (RAM): The computer's primary working memory, in which program instructions and data are stored so that they can be accessed directly by the central processing unit (CPU).

Read-only memory (ROM): The portion of a computer's primary storage that does not lose its contents when the power is switched off. Because the computer's internal memory is blank at power-up, the computer can perform no functions unless given startup instructions. These instructions are stored in ROM.

Real time: The immediate processing of input.

Real-time clock: A battery-powered clock contained in the computer's internal circuitry. The real-time clock keeps track of the time of day even when the computer is switched off.

Record: See *data record*.

Recover: To bring a computer system back to a previous stable operating state, or to restore erased or misdirected data.

Remote access: In a local area network (LAN), a means by which mobile users can gain authenticated access to internal network resources.

Removable media: See *removable storage media*.

Removable storage media: A data storage device in which the disk or tape is encased in a plastic cartridge or cassette so that it can be removed from the drive for safekeeping.

Report: Printed output that usually is formatted with page numbers and headings.

ROM: See *read-only memory*.

Router: A basic device in a packet-switching network such as the Internet, which examines each packet of data it receives and then decides which way to send it onward toward its destination.

S
Screen saver: A utility program that changes the screen display while you are away from your computer. Some screen savers come with password utilities, so they become very useful for disguising screen contents when users are away from their desks.

Secondary storage: A nonvolatile storage medium, such as a disk drive, that stores program instructions and data even after the power is switched off.

Security: The protection of valuable assets stored on computer systems or transmitted via computer networks.

Server: 1. in a client/server network, a computer or program that is dedicated to providing information in response to external requests. See *file server* and *print server*. **2.** On the Internet, a program that supplies information when it receives external requests via Internet connections. See *Web server*.

Shareware: Copyrighted programs made available free of charge on a trial basis. If you like a shareware program and decide to use it, you are expected to pay a fee to the program's author.

Simulation: The use of a data processing system to represent selected behavioral characteristics of a physical or abstract system.

Software: A computer program or programs, in contrast to the physical equipment on which programs run (hardware).

Software code: 1. Instructions written in a computer programming language. **2.** To express a problem-solving algorithm in a programming language.

Software licence: A legal agreement included with commercial programs that specifies the rights and obligations of the program's purchaser and limits the liability of the software publisher.

Software package: A program delivered to the user in a complete and ready-to-run form, including all necessary utility programs and documentation.

Software patch: 1. A quick fix, in the form of one or more program statements, added to a program to correct bugs or to enhance the program's capabilities. **2.** To fix a program by replacing one or more lines of code.

Software piracy: The illegal duplication of copyrighted software without the permission of the software publisher.

Software utility: A program that assists you in maintaining and improving the efficiency of a computer system.

Source: The record, file, document, or disk from which information is taken or moved, as opposed to the destination.

Source code: In a high-level programming language, the typed program instructions that programmers write before the program is compiled or interpreted into machine language instructions the computer can execute.

Standard: In computing, a set of rules or specifications which, taken together, define the architecture of a hardware device, program, or operating system.

Storage: The retention of program instructions and data within the computer so that this information is available for processing purposes.

Storage device: Any optical or magnetic device capable of information storage functions in a computer system.

Storage media: See *data storage media*.

Storage medium: In a storage device, the material that retains the stored information, such as the magnetic material on the surface of a floppy disk.

System: 1. An organized collection of components that have been optimized to work together in a functional whole. **2.** The entire computer system, including peripheral devices.

System file: A program or data file that contains information that the operating system needs; distinguished from the program or data files that the application programs use.

System software: All the software used to operate and maintain a computer system, including the operating system and utility programs; distinguished from application programs.

System utility: See *utility program*.

T
Tape: See *magnetic tape*.

Telecommunications: 1. In a strict sense, the transmission of computer data via the public switched telephone network (PSTN). 2. More broadly, the transmission of any type of information over public or private networks.

Telnet: An Internet protocol that enables Internet users to log on to another computer linked to the Internet.

Terminal: An input/output device, consisting of a keyboard and monitor, commonly used with multiuser systems.

Test: The operation of a functional unit and comparison of its achieved result with the defined result to establish acceptability.

Test data: The data used for a check problem.

TPS: See *Transaction processing system*.

Transaction processing system (TPS): A system that handles the day-to-day operations of an organization.

Trojan code: See *Trojan horse*.

Trojan horse: A program that appears to perform a valid function but that contains, hidden in its code, instructions that cause damage to the systems on which it runs. Unlike computer viruses, Trojan horses cannot replicate themselves.

U
Uninterruptible power supply (UPS): A battery that can supply continuous power to a computer system in the event of a power failure.

Upgrade: To install a new release or version of a program.

UPS: See *uninterruptible power supply*.

User: See *end user*.

Utility: See *utility program*.

Utility program: A program that assists you in maintaining and improving the efficiency of a computer system.

V
Validation: See *data validation*.

Version: A specific release of a software or hardware product.

Virus: A program, designed as a prank or as sabotage, that replicates itself by attaching to other programs and carrying out unwanted and sometimes damaging operations.

Voice mail: In office automation, a communications system in which voice messages are transformed into digital form and stored on a network.

W

WAN: See *Wide Area Network*.

Web: See *World Wide Web*.

Web browser: A program that runs on an Internet-connected computer and that provides access to the World Wide Web (WWW).

Web page: On the Internet, a unit of data that represents information in the form of text and/or graphics.

Web server: In the World Wide Web (WWW), a program that accepts requests for information, processes these requests and sends the requested information.

Website: In the Web, a computer system that has a recognized domain name and that runs a Web server for publishing documents on the Web.

Wide Area Network (WAN): A commercial data network that provides data communications services.

Workstation: In a local area network (LAN), a desktop computer that runs application programs and serves as an access point to the network.

World Wide Web (WWW): A global system that uses the Internet as its transport mechanism.

Worm: A virus that is designed to find all data in memory or on disk and to alter any data it encounters.

WWW: See *World Wide Web*.

X

Y

Z

ACRONYMS

Following are the acronyms used in the High Level Information Security Policy.

BBS: Bulletin Board System

CD ROM: Compact Disk Read Only Memory

CIO: Chief Innovation Officer

CPU: Central Processing Unit

DMZ: Demilitarized Zone

E-commerce: Electronic Commerce

E-mail: Electronic mail

FTP: File Transfer Protocol

GIF: Graphics Interchange Format

ICT: Information and Communication Technology

ICTA: ICT Agency

ICTU: ICT Unit

IRC: Internet Relay Chat

LAN: Local Area Network

Malware: Malicious software

NPA: National Procurement Agency

PSTN: Public Switched Telephone Network

RAM: Random Access Memory

RFP: Request for proposal

ROM: Read Only Memory

TPS: Transaction Processing System

UPS: Uninterruptible Power Supply

WAN: Wide Area Network

WWW: World Wide Web