



# Step-by-Step Family Guide to Reviewing Digital Activity

These steps help families review digital activity together in a calm, educational, and trust-building way. The process can be adapted for any age group.

## Step 1: Prepare for the Review

- Choose a relaxed time when everyone can focus without distractions.
- Have your child’s device or activity report ready, such as screen-time summaries or app usage logs
- .Remind your child that this is a teamwork activity to learn, not a punishment or inspection.

For example, say:

“We’re going to look at how we use our devices this week so we can make sure we’re enjoying them safely and healthily.”



## Step 2 : Look at the Activity Together

- Open screen-time or activity reports and explore how time was spent online.
- Ask your child what they notice first about the report. Let them lead where possible.
- Talk about what each app or category represents and how it was used.

### Age Adaptation:

- Young children: Explain what the graphs mean and name familiar apps.
- Pre-teens: Ask for their interpretation of the data.
- Teens: Let them present their own summary before you comment.

## Step 3: Spot Patterns and Discuss Feelings

- Identify patterns such as “more time on weekends” or “lots of time on one game.”
- Ask reflective questions:
  - “How did you feel after spending time online this week?”
  - “Were there any moments when it was hard to stop?”
  - “Are there times you felt proud of how you used your device?”



## **Step 4: Review Online Safety Practices**

- Go over key safety checks together:
  - Are privacy settings turned on?
  - Is personal information being shared safely?
  - Are friend lists or followers appropriate and known?
  - Are there any posts or interactions that might need a rethink?

Use this opportunity to refresh digital safety rules and remind your child they can always come to you if something online feels wrong.

## **Step 5: Celebrate Positive Habits**

- Acknowledge responsible behavior, like taking breaks, helping others online, or keeping accounts private.
- Praise specific choices, such as choosing educational apps or managing time well.
- Use encouragement rather than rewards to build internal motivation.



## **Step 6: Set Goals Together**

- Decide on one or two small, realistic goals for the next review.
- Examples:
  - Spend 30 fewer minutes a day on social media.
  - Turn off devices 30 minutes before bedtime.
  - Send one positive message to a friend or sibling each week.
- Write these goals down and revisit them in future sessions.

## **Step 7: Keep It Regular**

- Repeat reviews regularly, monthly for pre-teens and teens, weekly for younger children.
- Keep sessions short and positive so they become a normal part of family life.
- Allow your child to take more responsibility as they grow older, moving toward self-review.