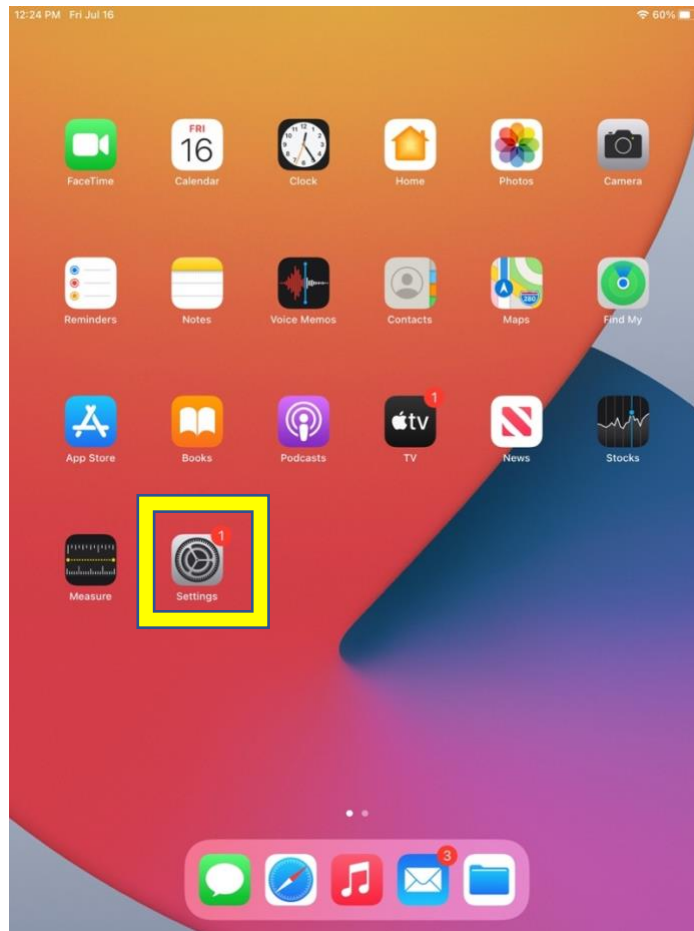
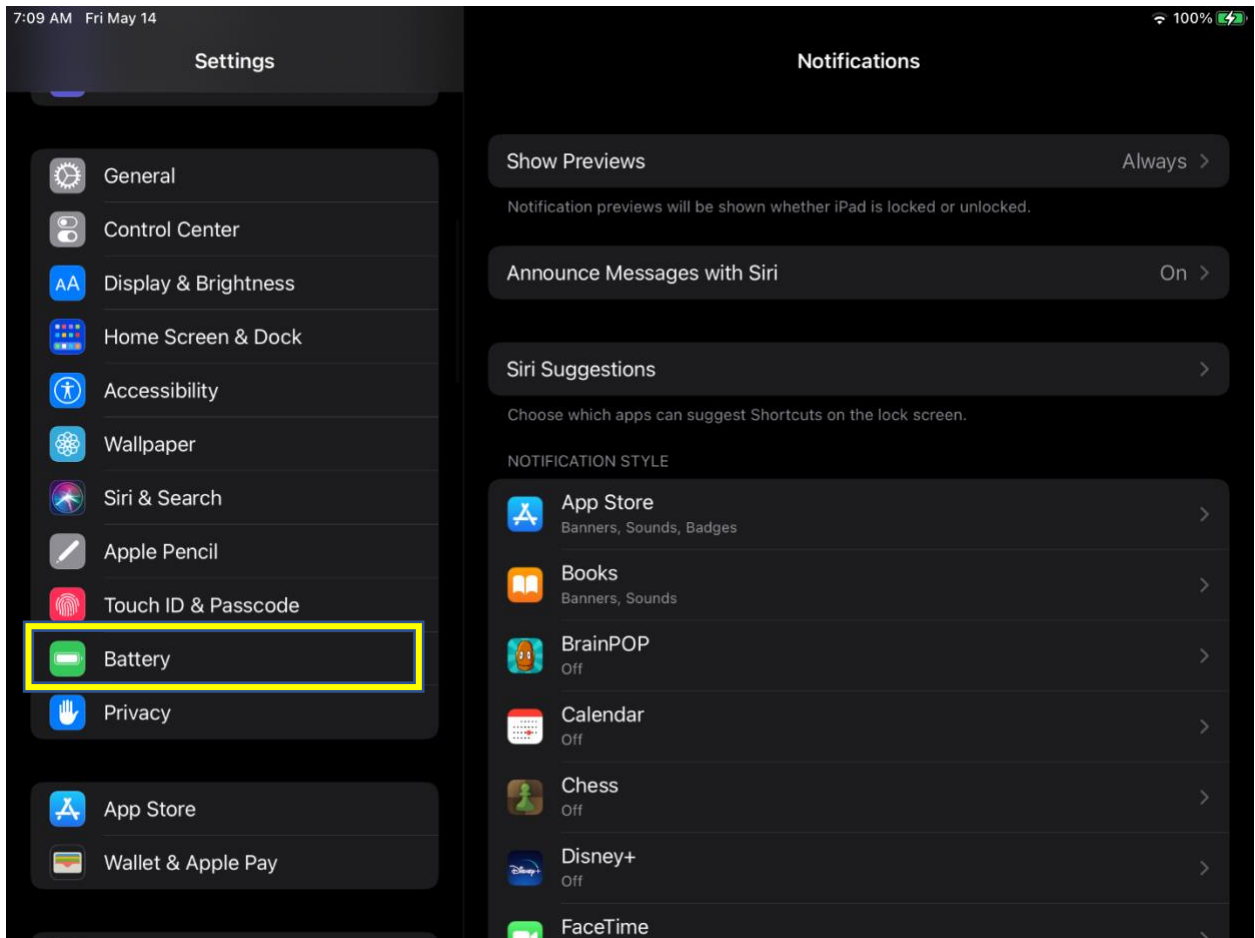


## PROTOCOL FOR DETERMINING APP USAGE ON iPad/iPHONE DEVICES

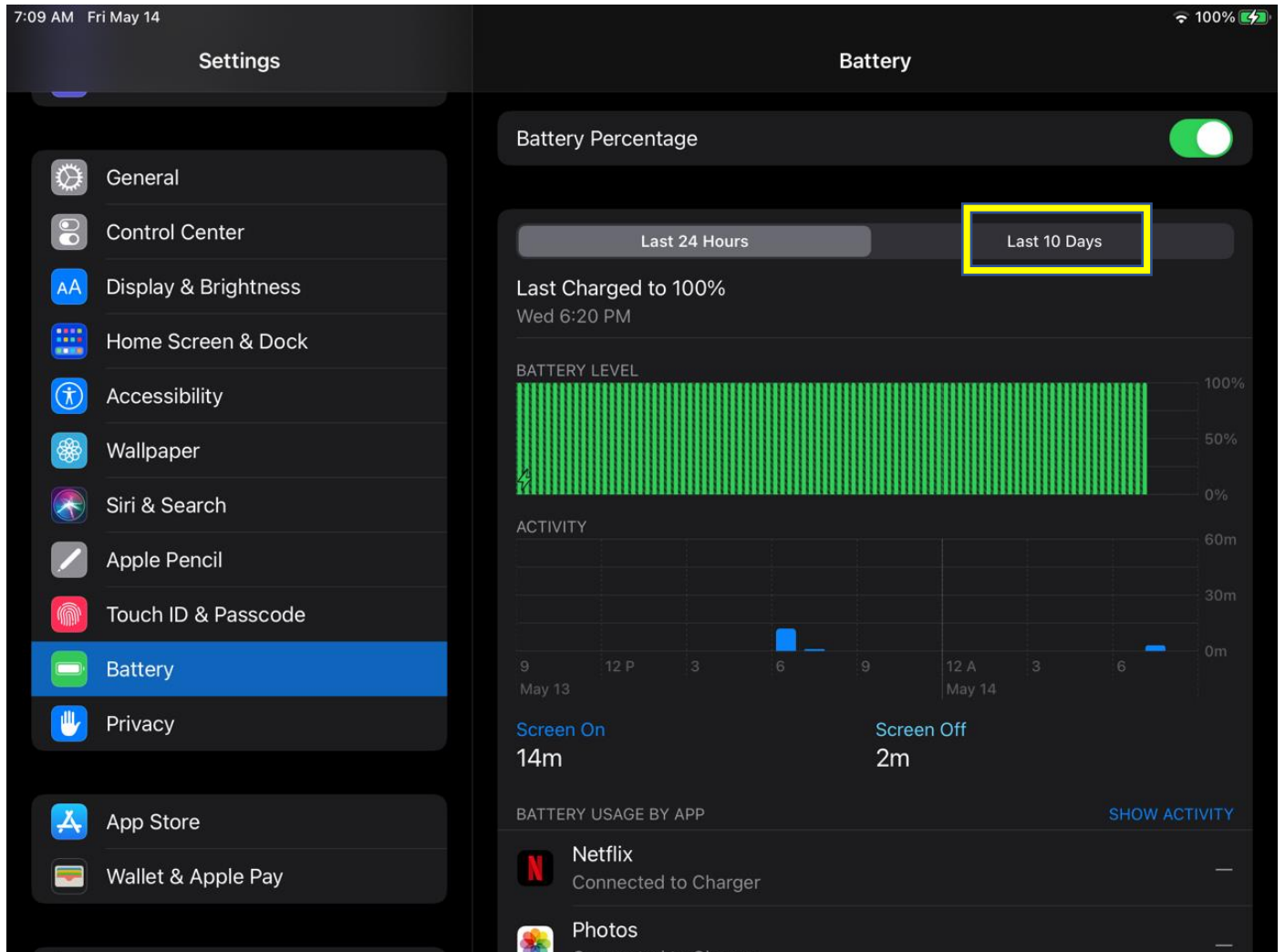
1. Go to Settings on your iPad/iPhone device by selecting the Settings icon.



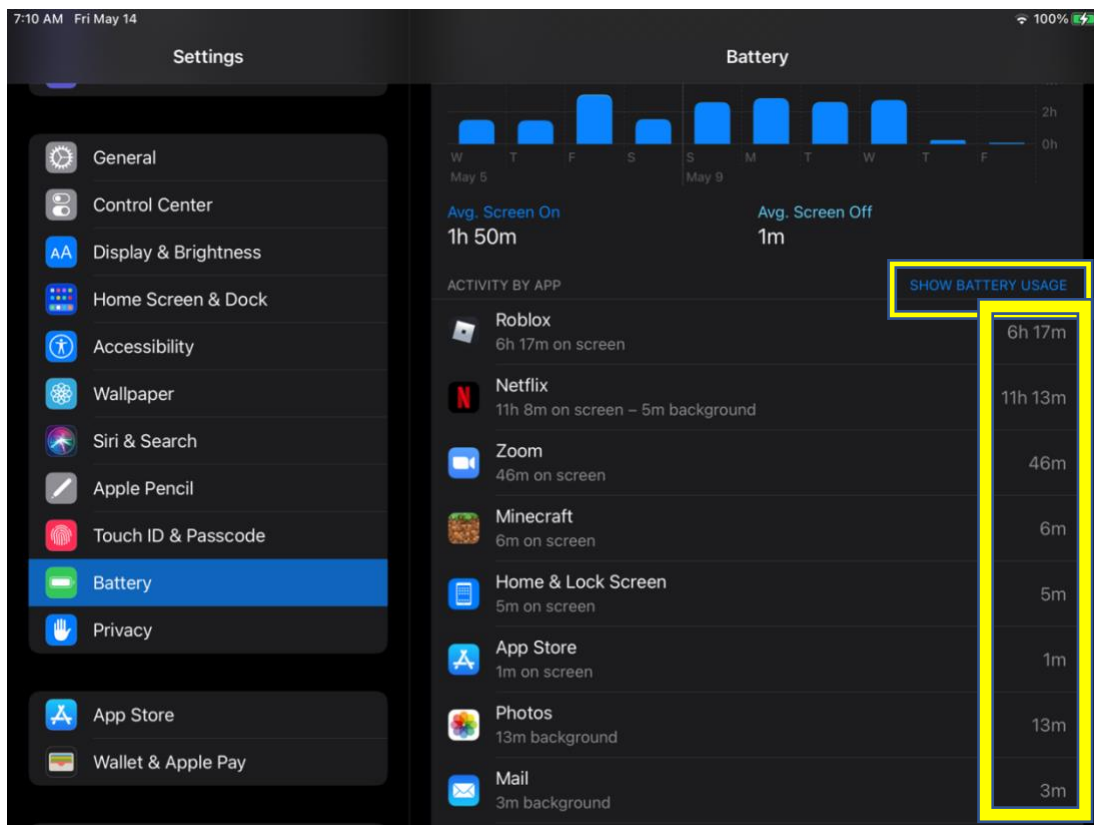
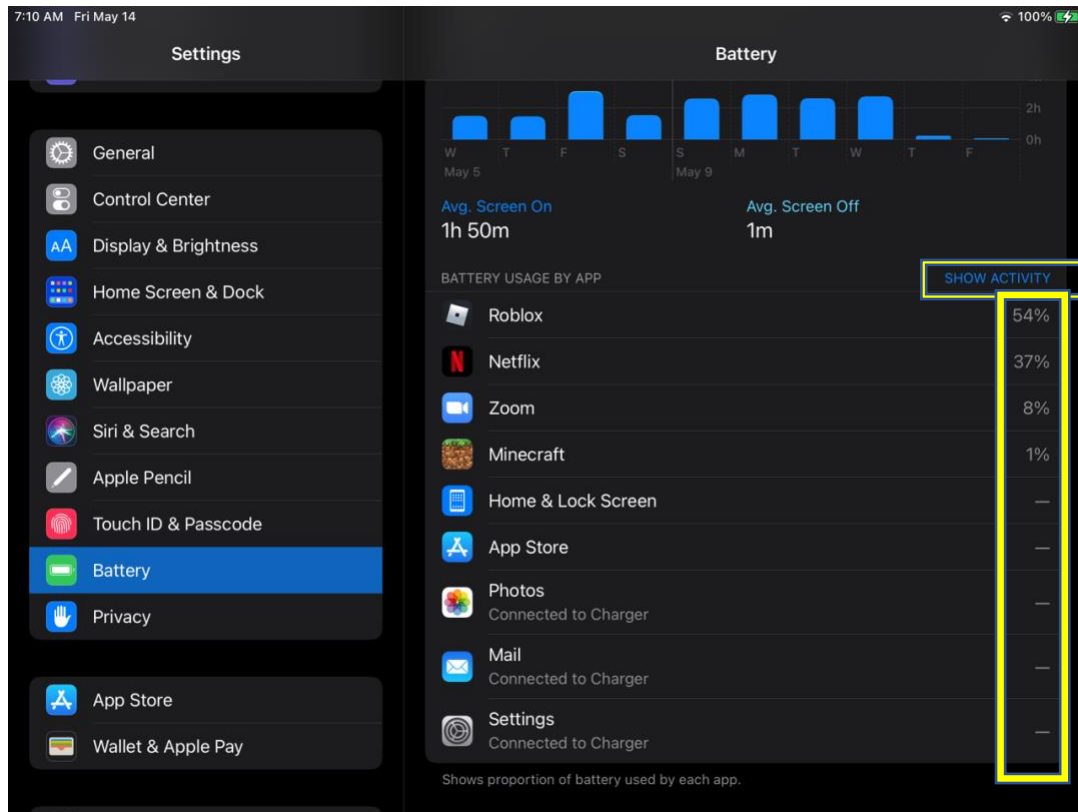
2. Once in Settings, scroll down and click the Battery icon.



3. Select the button Last 10 Days to see how much total screen time was spent on apps over the past 10 days.



4. To see how much screen time was spent on apps, select Show Activity. This will change the % to hours and minutes per app.



5. Make sure each App has an hour/minute next to (and not a %). **Take a screenshot of the screen with this information. Please take a screenshot from the very top of the screen and continue to scroll down to take a screenshot that includes each app used until the bottom. Please make sure to take screenshot of all apps used! You will need to scroll down on your phone to make sure you take a screenshot of all apps.**

a. Taking a Screenshot:

i. Do one of the following:

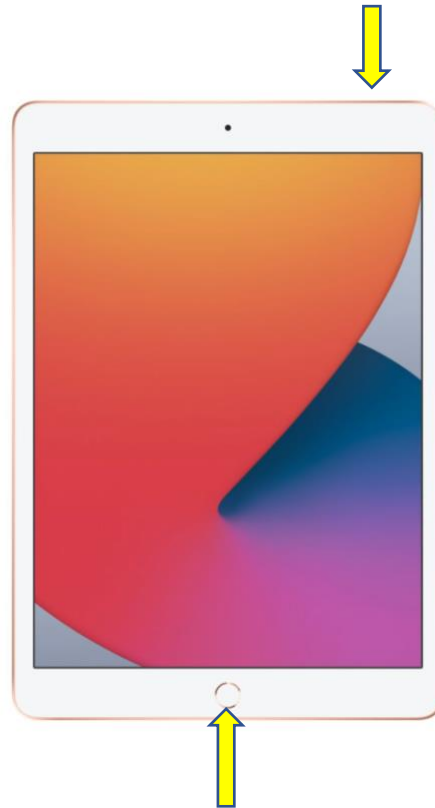
1. *On an iPhone with Face ID:* Simultaneously press and then release the side button and volume up button.



2. *On an iPhone with a Home button:* Simultaneously press and then release the Home button and the side button or Sleep/Wake button (depending on your model).



3. *On an iPad with a Home button:* Simultaneously press and then release the Home button and the side button or Sleep/Wake button (depending on your model).

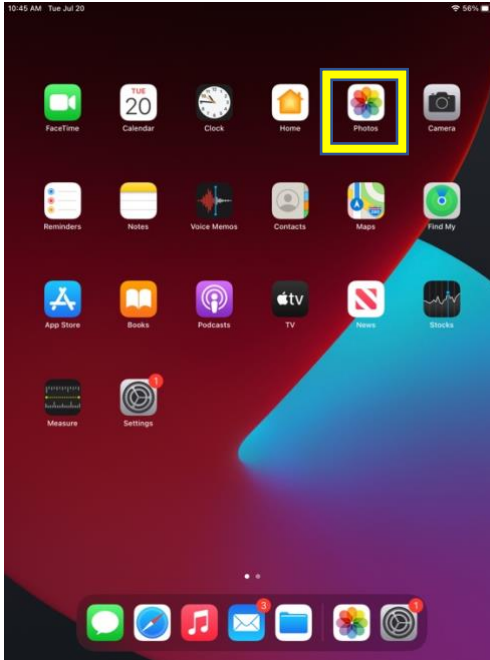



- ii. Tap the screenshot in the lower-left corner, then tap Done.
- iii. Choose Save to Photos, Save to Files, or Delete Screenshot.

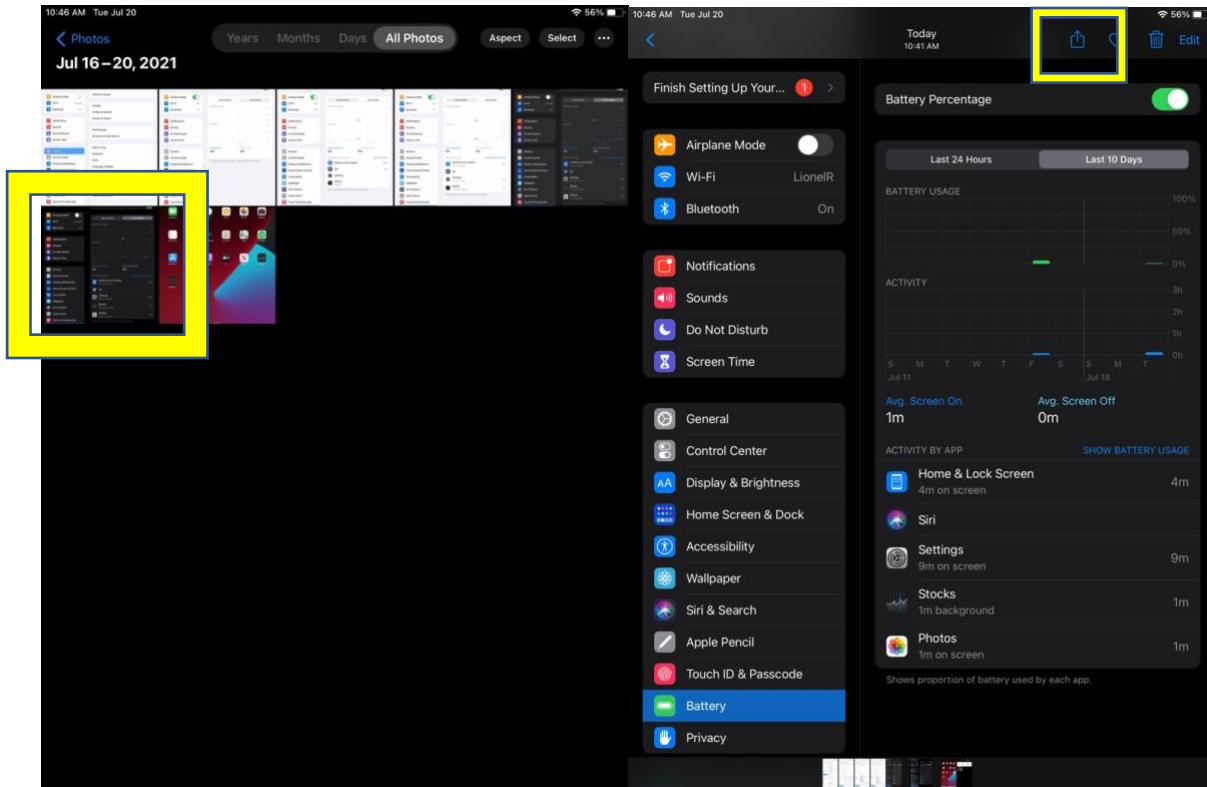
- b. For more information on taking screenshots, please visit <https://support.apple.com/guide/iphone/take-a-screenshot-or-screen-recording-iphc872c0115/ios>

*Please note: If you are uncomfortable sending a screenshot that shows information about certain apps used on the device, we encourage you to digitally draw over or black out any sensitive information. This can be done with the pen and marker symbols that appear immediately after the screenshot is taken, or with the “markup” button when editing the screenshot.*

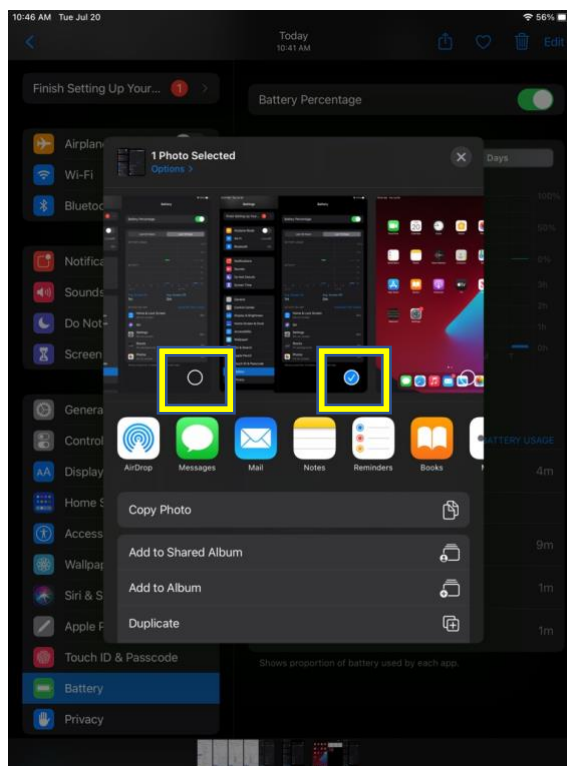
6. To share the screenshots, open your photo library



a. Select one photo you want to share and Tap 



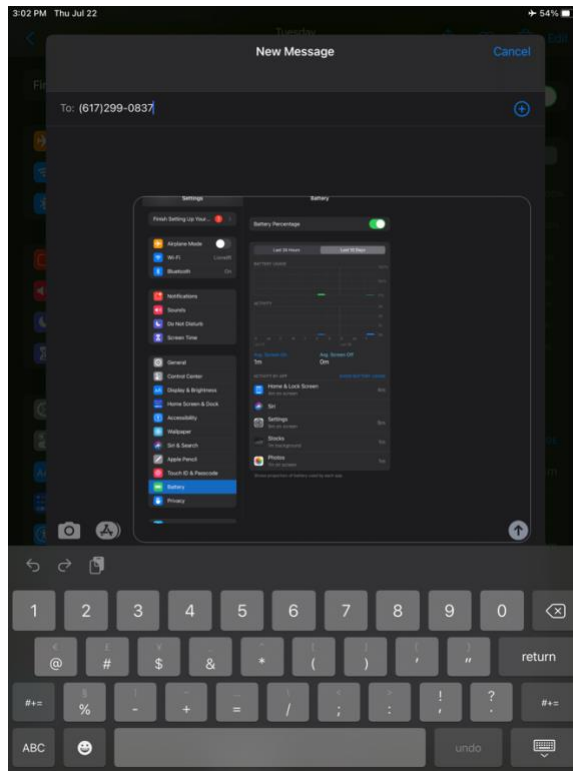
b. Select the remaining photos you want to share



7. Choose a sharing option:

a. "Messages" (for texts, send to (617) 299-0837 ):





b. "Email" (send to: APPS.harvard@gmail.com)

